



EASTERN FLORIDA STATE COLLEGE
RADIOGRAPHY PROGRAM
STUDENT HANDBOOK
2026 - 2027

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THE PROGRAM

Welcome to the Eastern Florida State College Radiography Program

The EFSC Radiography Student Handbook is intended to provide the student in the EFSC Radiography Program with basic information and policies for the classroom as well as for the clinical setting. This handbook is not meant to replace the [Eastern Florida State College Catalog](#) or [Eastern Florida State College Student Handbook](#), but rather to serve as a supplemental source of information. It is your responsibility to become familiar with and abide by the policies and regulations stated within this handbook and within the EFSC Catalog.

During the preparation for your radiography career, personal characteristics that will be emphasized are ethical behavior, maturity, a spirit of cooperation, a sense of responsibility, and good grooming. As mature professionals, you must learn to organize your time and take responsibility for your actions. Combine and coordinate the above traits with your intelligence and clinical skills for a successful future in Radiology Technology.

We work hard at teaching and expect our students to work hard at learning. It is your responsibility to learn the material. It is our responsibility to make the learning process as productive as possible. Check your course outline and clinical requirements, determine what work you must do, prepare by reading the material in the text or lab manual and ask if you need help.

Personal problems can easily influence your academic achievement and clinical skills. Management of your personal affairs should be your priority. Lack of personal discipline will hamper your development as a professional person.

Professional attitude is a term commonly used by the Radiography faculty. To us, it is a combination of traits or personal characteristics such as pleasantness, enthusiasm, engaging smile, eagerness for learning, motivation, interest, flexibility, adaptability, punctuality, honesty, trustworthiness, ability to take and give instructions, and the use of good judgment. Maturity and a sense of humor will always see you through "the rough spots."

This program utilizes various methods of technology across its curriculum. It is recommended that students have basic computer skills and are prepared to use technology for activities and assignments within the program, whether those activities be on campus or at their own residence. In addition to this, we utilize Trajecsys Reporting System website for recording clinical attendance which requires the use of some form of technology to "clock-in and clock-out" each clinical day. The preferred method is through a smart device/phone.

Being a student is not an easy job. It is work. Plan time to attend all classes, labs, clinics and program related activities. Plan time to study and prepare, as well as time to take care of your personal health and wellbeing. If we can be of help, call us or see us in our offices or just after class/clinic.

Remember we all have the same goal in mind: To make you the best radiographer you can be. Any worthwhile goal takes a lot of hard work and determination in order to achieve. Hopefully, the information on the following pages will assist you in determining, in further detail, what is expected of you. Please realize that the information herein is subject to revision at any time deemed necessary by the Radiography Program Faculty or the EFSC Administration.

After reading this document, the student will be required to sign several consent forms relating to their understanding of the outlined Radiography Program procedures, policies, and rules ([Appendix K](#)); their consent for partaking in Radiographic clinical activity ([Appendix E](#)); a consent to release specific student information to the clinical sites ([Appendix A](#)); and an affirmation of abiding by the professional and ethical behaviors laid out by the Radiography Program and Profession ([Appendix B](#)).

RADIOGRAPHY PROGRAM FACULTY

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ACCREDITATION

Eastern Florida State College is currently accredited by the **The Southern Association of Colleges and Schools Commission on Colleges (SACSOC)**. 1866 Southern Lane, Decatur, GA, 30033, phone number:(404) 679-4500. Eastern Florida State College awards Associate in Arts, Associate in Science, and Bachelor of Applied Science degrees as well as Vocational Certificates and Advanced Technical Certificates. The college is currently working on obtaining accreditation by the [Higher Learning Commission](#), which is a process that will not be completed until 2027/2028.

Specialized accrediting agencies exist to assess and verify educational quality professions or occupations to ensure that individuals will be qualified to enter those disciplines. A specialized accrediting agency recognizes the course of instruction which comprises a unique set of skills and knowledge, develops the accreditation standards by which such educational programs are evaluated, conducts evaluation of programs, and publishes a list of accredited programs that meet the national accreditation standards. Accreditation standards are developed in consultation with those affected by the standards who represent the broad communities of interest.

The Joint Review Committee on Education in Radiologic Technology is the specialized accrediting agency recognized by the Council on Postsecondary Accreditation and the United States Department of Education to accredit programs which provide basic preparation for licensure or certification in radiography. The Radiography Program has maintained full accreditation through the **Joint Review Committee on Education in Radiologic Technology (JRCERT)** since 1976. JRCERT contact information: 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, phone number: (312) 704-5300. A copy of the 2021 JRCERT Radiography standards can be found [here](#).

By maintaining this programmatic accreditation, students are assured that the Radiography program and its faculty members are consistent with the standards of the profession developed through national consensus. In addition, accreditation through the JRCERT will ensure the graduate is eligible for employment and licensure in each of the 50 states.

The Eastern Florida State College Radiography program is proud to have an 8-year accreditation award as of 2026.
Our updated accreditation award will be available in late 2026.

EFSC MISSION STATEMENT

Our [Mission](#):

To engage our diverse population in quality, accessible, learning opportunities that successfully meet individual and community needs.

Eastern Florida State College fulfills its mission by offering the following:

1. Specified baccalaureate degree programs for the purpose of meeting district, regional or statewide workforce needs.
2. Undergraduate studies and associate degrees for students pursuing a Baccalaureate Degree delivered in traditional face-to-face classes, partially online classes and online classes.
3. Technical and vocational training for associate degrees and Certificates to enter the workforce, improve professional skills and develop new competencies.
4. Instructional support services such as advising and career guidance.
5. Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
6. Workshops and classes for personal growth, development instruction and lifelong learning.

RADIOGRAPHY PROGRAM HISTORY

[The Radiography Program](#) was instituted at Eastern Florida State College in 1974. Admission to the Radiography program is selective and is based upon evidence of probable success in the program. The radiography program faculty folder review committee reviews each student application and ranks students according to an established, published point system. Points are awarded for specific TEAS test scores, relevant work experience or education in health care, and for the successful completion of certain specified courses.

Eastern Florida State College and the Radiography Program take pride in the many accomplishments of its students, graduates, faculty and administration. We continually strive for quality assurance and improvement in all areas of the educational process. The future will continue to present many crossroads at which the graduate, the student, the program and the college must make important decisions. Our intention is to make decisions based on the student's educational and professional success in the coming century.

RADIOGRAPHY PROGRAM MISSION

In keeping with the College's Mission and Philosophy, the mission of the Radiography Program is to meet the needs of the students by offering quality instruction using theory and performance-based instruction which will enable the student to graduate with the necessary skills to succeed as a radiographer and/or to continue ongoing educational goals.

RADIOGRAPHY PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

Goals and Student Learning Outcomes:

The student will demonstrate:

1. Think Critically and solve problems.

- a. Students will adapt standard procedure for non-routine patients.
- b. Students will critique images for diagnostic quality and determine the corrective measures for image improvements.

2. Communicate Effectively

- a. The student will effectively communicate with the patient and caregiver.
- b. The student will communicate effectively using medical knowledge.

3. Clinical Competence in radiographic procedures

- a. The student will achieve diagnostic radiographs in regard to image exposure.
- b. The student will produce diagnostic radiographs demonstrating appropriate anatomy.
- c. The student/graduate will demonstrate the ability to adapt to patient situations.

4. Program Effectiveness Data

- a. Program completion rate of 75% or greater.
- b. First time ARRT Examination pass rates for the cohort will be 75% or greater, measured within the first 6 months from graduation.
- c. The employment rate of graduates within 1 year of graduation will be 75% or greater, measured as a 5-year moving average.
- d. EFSC Radiography graduate satisfaction will be 95% or greater, measured as an average of all graduates within 1 year of graduation.
- e. Employer satisfaction of EFSC Radiography graduates will be 95% or greater, measured as an average of all employers within 1 year of graduation.

REQUIREMENTS AND FUNCTIONS OF THE RADIOGRAPHER

The radiographer's role in healthcare delivery can be broad and multifaceted. However, the essential duties and functions of the radiographer include:

1. Performs diagnostic radiographic services.
 - a. Operates imaging equipment.
 - b. Operates other equipment/devices as appropriate.
 - c. Positions patients
 - d. Immobilize patients as necessary.
 - e. Calculating exposure factors.
 - f. Practices radiation protection
 - g. Evaluates radiographic images for technical quality.
 - h. Assumes care for physical and psychological needs of patients during examinations and procedures.
 - i. Practices aseptic techniques as necessary
 - j. Assists with administration of contrast media.
 - k. Assists physician with imaging procedures.
 - l. Initiates basic life support measures for the patient, if necessary
2. Maintains confidentiality of patient records.
3. Obtains and documents patient history.
4. Cleans, maintains, and is generally responsible for the equipment and assigned areas/rooms.
5. Provides input for equipment and supply purchase decisions.
6. Instruct specific units of didactic and/or clinical education in the radiography program, if applicable.
7. Assumes responsibility for portions of the quality assurance program.
8. Pursues ongoing continuing education.
9. May control inventory and purchase of supplies for assigned area.

STUDENT RADIOGRAPHER TECHNICAL REQUIREMENTS/STANDARDS

Below is a general and broad list of standards for the prospective Radiographer. Each student, with or without reasonable accommodation, should meet these in order to train in all aspects of Radiography.

- **Physical Requirements:** The position of student radiographer generally requires the ability to lift between 20 - 50 pounds, which includes moving stationary and portable equipment, stretchers, wheelchairs, hospital beds, and assisting patients into and out of these devices without causing harm. Positioning of patients will require touch, and manually moving of patients will be required at times which may require increased strength above the 50 pounds noted above. Radiographers are frequently walking, standing, reaching, pushing/pulling, sitting, bending, and twisting. Occasional exposure to radiation and fumes will occur. The use of both feet is required. Endurance or stamina sufficient for sustained physically demanding activities, equipment relocations, and standing for long periods of time.
- **Critical Thinking:** The student radiographer must be able to display sound critical judgment, reasoning, discernment, and decision-making abilities, even under extreme stress. Examples of this include – performing trauma imaging on the non-routine patient, planning the use of equipment around the patient condition, etc.
- **Dexterity and Coordination:** Operation and Controlling of equipment will involve the use of the various body parts in starting, stopping, adjusting, setting up, and observing machines; in addition, turning and pushing of gauges, dials, switches, and buttons will be required. Radiographers must have good eye/hand/foot coordination. Hands are used for power grip and precision work. Use of a computer mouse and keyboard will be required.
- **Communication:** Interpersonal and physical communication are essential for the student radiographer. Interpersonal communication requires one to interpret instructions, collect data, establish facts, and even draw conclusions. Physical communication requires the ability to speak and/or hear. Recognition of audio alerts and sounds. The student radiographer must also be able to use effective listening skills, provide clear and audible instructions, and provide non-judgmental attitudes. Must also be able to interact on a personal, intimate, and professional level with people from all walks of life.
- **Visualization:** The student radiographer must visually assess and evaluate the radiographic image and visually distinguish various colors in the healthcare setting. The student radiographer must have adequate depth-perception and adequate vision at distance, close, and peripherally.
- **Hearing Ability:** The student radiographer must have adequate hearing for assessments, avoidance

of danger for self and patients, and for audible alerts from equipment. Examples – patient history, equipment alarms, speaking in normal conversational tones, quiet or loud voices, etc.

- **Reasoning:** Reasoning requires one to apply logic and scientific thinking into daily practices to assist in defining problems or solving them. Interpreting abstract and concrete variables.
- **Data, Numeracy, and Spatial ability:** The student radiographer must be able to gather and classify data and information based on people and things. Numeracy is the ability to use and work with numbers (time, weight, percentages, ratios, along with basic mathematic operations: addition, subtraction, multiplication, and division). Spatial ability is the requirement for one to be able to visually read data and inspect the dimension of an item.
- **Computational Skills:** The student radiographer must be digitally literate and be able to accurately select the appropriate exam and parameters on the computer system and console.
- **Language Requirements:** The student radiographer must be able to read and understand complex data, information, and terminology. Further, the ability to communicate this information competently in English through written or oral means is required. Examples include – physician orders, equipment manuals, patient charts, and department protocol manuals, etc.
- **Personal Temperament:** The student radiographer must deal with stressful situations and guest interactions effectively.

In addition to the above, the radiographer (or student radiographer) must also be able to:

- Assist in various areas of patient care.
- Tolerate tight, small places, face masks, and other protective gear.
- Ensure exposure to latex (those with allergies are at risk in the healthcare environment – use Nitrile gloves), bleach or other strong cleaning agents.
- Function effectively with 30-minute meal breaks at unpredictable times, with as few as 2 breaks during an 8- or 10-hour shift.
- Function effectively during sustained stressful situations.
- Adapt to duty times during mornings, afternoons, and/or weekends when necessary.

STUDENTS WITH PHYSICAL BARRIERS OR DISABILITIES

The EFSC Radiography Program welcomes all students that academically qualify for the program and is committed to supporting you. If a student requires some accommodation due to a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), they should notify the [EFSC Student Access for Improved Learning \(SAIL\) office](#) to determine if reasonable accommodations are available. The Radiography program will not compromise or waive essential skill requirements, but the students with disabilities may be supported through accommodation to help meet those requirements. Law states that one does not need to reveal a disability; however, if support is required, then documentation must be made of said disability. No exceptions can be made if no documentation is provided to the college's SAIL office. The SAIL office located on the Melbourne campus is in building 10, room 118, phone number (321) 433-5650.

STUDENT OMBUDSMAN

The student life coordinator on each campus is the designated student ombudsman for each campus. The student ombudsman acts as a neutral third party who helps students address problems or concerns and explore solutions in an informational manner, including problems or concerns related to access to courses and credit granted toward a degree. The student ombudsman does not have any authority to make decisions or take offal action and is not a substitute for following proper channels. Any communication with the student ombudsman is "off-the-record" and does not put the College on official notice of a problem. For more information, visit the [EFSC Student Ombudsman Process webpage](#).

GRADUATION REQUIREMENTS

1. To qualify for graduation, the Radiography student must have:
 - a. Earned a "C" or better in all RTE technical, general education, and science courses.
 - b. Successfully completed the college's requirements for the Associate in Science Degree as described in the [EFSC catalog](#).
 - c. Request and review a graduation check with the Program Director/Coordinator prior to or before second year spring registration.
 - d. Completed and paid for the college's application for graduation.
 - e. Paid all fees and fines owed to the College.
 - f. Returned all equipment and materials checked out to the student.
2. Upon graduation from the college, the Radiography student will be:
 - a. Granted an Associate in Science Degree in Radiography from Eastern Florida State College.

In maintaining our JRCERT accreditation and in an effort of increasing transparency to continually enhance the EFSC Radiography program, students will be asked to give the Radiography Program faculty permission to survey their future employers. This is not required by students/graduates, but your cooperation and assistance will help guide faculty in finding areas of the program in need of improvement. After graduation, your dedication to your alma mater will be appreciated and the benefits will be reaped by those continuing to follow in your footsteps. See [Appendix H](#) – Permission to survey future employer.

GRADUATE COMPETENCIES

The educational goal is that by the end of the two year program, you will have acquired the entry level technical skills, as well as the necessary essential knowledge, communication techniques, and thinking skills ([Appendix M](#)) so that, you will be able to demonstrate proficiency to:

1. Demonstrate knowledge of human structure and function.
2. Utilize oral and written communications effectively.
3. Demonstrate professional behavior and work harmoniously with others in the professional manner expected.
4. Support the profession's code of ethics and comply with the profession's scope of practice.
5. Apply the principles of proper body mechanics to provide for the safety of the patient, self and others.
6. Evaluate radiographic images for diagnostic quality.
7. Recognize the need and make appropriate adjustments for patient conditions that affect the

radiographic image.

8. Provide basic patient care and comfort and anticipate patient needs.
9. Provide appropriate patient education.
10. Describe and demonstrate the proper positioning of a patient for all general Radiographic Procedures
11. Demonstrate knowledge of skills related to quality assurance/control procedures.
12. Practice radiation protection for patients, self, and others.
13. Determine the exposure parameters that provide the lowest possible patient dose.
14. Exercise independent judgment and discretion in the performance of imaging procedures.
15. Recognize the need for and make appropriate adjustments for patient conditions that affect radiographic image quality.
16. Apply immobilization techniques to reduce patient motion during radiographic procedures.
17. Recognize the importance and necessity for adherence to medico-legal guidelines, ethical practices and professional conduct.
18. Understand the production of ionizing radiation and recognize equipment malfunctions.
19. Take the national boards given by the American Registry of Radiologic Technologists, apply for state licensure, and seek employment consistent with the education and training provided in this program.

NATIONAL CERTIFICATION

To be eligible for the **American Registry of Radiology Technology (ARRT)**, the student must have first successfully completed the Radiography Program. Applications will be presented in the spring semester of the second year.

The ARRT Radiography Didactic and Clinical Competency Requirements can be found [here](#).

STATE LICENSING TO PRACTICE

Upon graduation from the Radiography Program, you will be eligible to apply to the Florida State Department of Health for a license as a Radiographer.

It is mandatory for graduates of the Program to become licensed if they wish to practice in the State of Florida. Specific information regarding application will be presented in the second year of study.

[Florida Department of Health for Radiologic Technologists website](#).

FINANCIAL AID INFORMATION

There is a wealth of information on scholarships in the Financial Aid Office located in the Student Center. If interested, you are urged to spend time scanning the bulletin board to find a source of financial aid that may apply to your needs. Expenses are high in this program, and everyone is encouraged to apply for as much aid as they can. More information can be seen at the [EFSC Financial Aid & Scholarships webpage](#).

PROGRAM APPROXIMATE COSTS

Preadmission Expenses			Total
BLS training			~\$45.00
Immunizations	Cost will vary based on your medical history		
	MMR		
	Varicella		
	Tdap		
	Hepatitis B	Can be declined through program documents	
	TB Skin Test/blood test	Required at program entry	
	Flu Shot	Required each fall	
	COVID-19 vaccination	May be required as part of a specific clinical site requirement	
Titers can be used as proof of immunization.			Costs can vary
Background check† / fingerprinting† / drug screening†	† Completed as part of the program admission work-up via CASTLEBRANCH fee. Paid prior to beginning RTE coursework.		\$143.00
Estimated Subtotal for program preadmission expenses			~\$188.00
(will depend on your immunization status and residency status)			

Program Expense			Total
Application Fee		One time fee	\$25.00
Tuition	\$104.00/credit*	77 total credits for the A.S	
	* Based on In-state residency		
Lab Fees	1st year - Fall		\$370.00
	Includes:	Radiographic markers	
Lab fees are subject to change		Attendance tracking system	
		Radiation dosimetry	
		Liability and Accident insurance	
	2nd year - Fall		\$13.50
	Includes:	Liability and Accident insurance	
Textbooks	1st year - Summer	2 Textbooks 1 workbook	~\$380.00
Some textbooks are used across multiple terms, faculty recommend you purchase a physical textbook.	1st year - Fall	2 textbooks	~\$245.00
	1st year - Spring	no new text	\$0.00
	2nd year - Summer	no new text	\$0.00
	2nd year - Fall	1 textbook	~\$95.00
	2nd year - Spring	2 textbooks	~\$130.00
Uniforms **	1st year - Fall	3 sets of scrubs and shoes	~\$350.00
** Students will be required to order scrubs via https://shop.scrubsnstuff.com/			
Graduation Fee			\$20.00
ARRT Certification Exam			\$225.00
Florida Department of Health Licensure			\$45.00/\$50.00
Estimated TOTAL (includes preadmission, program, and post graduation expenses)			~\$12,180.00
(Total program costs will depend on your immunization and residency status)			

[Estimated Radiography Program costs webpage](#)

CURRICULUM

The Radiography Program is a two-year curricular program based upon the curriculum developed by the American Society of Radiologic Technology. The curriculum begins in June, generally following the successful completion of Anatomy & Physiology I and II.

Courses follow a specific sequence to allow integration of new information and skills into an existing base of knowledge. This is a very important aspect of your education. It would be very difficult to assimilate information on patient positioning and radiographic procedures without having previously acquired the information in Anatomy & Physiology I and II. This is just one of many examples of sequential, integrated learning, which are found throughout the Radiography curriculum.

It is also important to note that at no time will any student be required to participate in more than 40 hours/week between all didactic lectures, laboratory, and clinical education courses unless it is voluntary.

Successful students will have the appropriate professional and ethical behaviors to complete didactic and clinical course materials in a timely fashion. While some of these demeanor are located within this document, many appropriate behaviors for the student are outlined within the [EFSC Student Code of Conduct](#). Within this webpage are the outlines for various college policies, such as:

- Academic Dishonesty / Plagiarism
- Alcohol, illegal and controlled substances use and possession.
- Assault and/or Battery.
- Defamation, Threats and Extortion
- Disruption in the classroom
- EFSC Disciplinary Process
- EFSC Appeals Process
- EFSC Grievance procedure
- Unauthorized recordings

RADIOGRAPHY PROGRAM CURRICULUM

Radiography, Associate in Science

Radiography, Associate in Science						
Code: AS/RDAS						
Area	Number	Title	Cr	Contact Hours	Term (1, 2,...)	Prerequisite(s) / Co-requisites
Term 1						
Gen Ed	BSCC 1010	General Biology 1	4	64	1	Reading dev ed or Placement
Support	HSCC 1000	Introduction to Healthcare	3	48	1	
Support	HSC 1531	Medical Terminology	2	32	1	
Major	RTE 1000	Clinical Seminar	3	48	1	
Major	RTEC 1503	Radiographic Procedures 1	2	48	1	
Gen Ed	Social/Behavioral Science/Core-Civic Literacy Requirement		3	48	1	R/W Dev Ed or Placement
Term 2						
Support	BSCC 2093	Human Anatomy and Physiology 1	4	64	2	BSCC 1010
Major	RTE 1385	Radiobiology and Radiation Protection	2	32	2	
Major	RTE 1418	Principles of Radiographic Imaging 1	2	32	2	
Major	RTE 1513	Radiographic Procedures 2	2	32	2	
Major	RTE 1804	Radiographic Clinical Education 1	2	240	2	
Major	RTEL 1418	Radiographic Image Analysis 1	1	32	2	
Major	RTEL 1513	Radiographic Procedures Laboratory 2	1	32	2	
Term 3						
Support	BSCC 2094	Human Anatomy and Physiology 2	4	64	3	BSCC 2093
Major	RTE 1457	Principles of Radiographic Imaging 2	2	32	3	
Major	RTE 1523	Radiographic Procedures 3	2	32	3	
Major	RTE 1613	Radiographic Physics	2	32	3	
Major	RTE 1814	Radiographic Clinical Education 2	2	240	3	
Major	RTEL 1457	Radiographic Image Analysis 2	1	32	3	
Major	RTEL 1523	Radiographic Procedures 3 Laboratory	1	32	3	
Term 4						
Gen Ed	MAC 1105	College Algebra	3	48	4	MAT 1033 or Placement
Major	RTE 1824	Radiographic Clinical Education 3	3	360	4	
Term 5						
Technical Elective	MAT 1033	Intermediate Algebra (Choose one course) ¹	3	48	5	Math Dev Ed or Placement
	or SPC 2608	or Fundamentals of Speech Communication				
	or PSY 2012	or General Psychology 1				
	or PHY 2025	or Introduction to Principles of Physics				
Gen Ed	ENC 1101	Composition 1	3	48	5	R/W Dev Ed or Placement
Major	RTE 2533	Radiographic Procedures 4	2	32	5	
Major	RTE 2782	Radiographic Pathology	2	32	5	
Major	RTE 2834	Radiographic Clinical Education 4	3	360	5	
Term 6						
Gen Ed	Humanities Core Requirement		3	48	6	R/W Dev Ed or Placement
Support	CGS 1000	Exploring Digital Technology	3	48	6	
Major	RTE 2473	Advanced Radiographic Imaging	2	32	6	
Major	RTE 2931	Radiographic Seminar	2	32	6	
Major	RTE 2844	Radiographic Clinical Education 5	3	360	6	
		Total Program Credits	77			
		Total Contact Hours		2664		All courses in the A.S. degree
		Total Program specific Contact Hours		2104		RTE specific coursework

[This list is the planned sequence of the Radiologic Technology A.S. Degree Curriculum.](#)

Please note that courses, other than (RTE), may be taken before the listed semester but MUST be successfully completed with a grade of "C" or better. [Radiography Textbook List – Appendix O](#)

GRADING POLICY

1. Didactic: Students must achieve a minimum of "C" for the final grade in ALL COURSES that are required for completion of the degree. The RTE courses are presented in a cumulative sequence and to continue in the program a "C" or better must have been earned on each preceding course (RTE core curriculum, general education, and science courses).
2. Laboratory: A student must complete minimal performance standards in the laboratory prior to progressing to the next laboratory or clinical course. Lab assessment/practical scores must be 75% or above to be passing. [Laboratory Regulations](#) details.
3. Clinical: The student must meet minimal performance standards in order to successfully pass the clinical educational component of the program. Details outlined for each clinical education course within individual course syllabi, and more details in the [Clinical section](#) of Radiography program handbook.
4. Smart Devices/Cellular Devices shall never be utilized or worn during any didactic, clinical, and/or laboratory examinations, evaluations, and/or assessments. This is recognized as academic dishonesty and will result in either grade deduction or program dismissal.
5. The grading scale utilized by the Radiography Program is:

A = 100 – 93

B = 92 – 86

C = 85 – 75

D = Below 75
6. An incomplete grade (I) is given to a student, who, although passing the majority (75%) of the given course, has not completed the full class requirements. All "I"s must be completed prior to beginning subsequent courses. At the time that grades are submitted, the student will be given a list of work not yet completed and an explanation of how completion of the requirements will contribute to the final grade. (Refer to specific course syllabus) ([EFSC Grading Policy](#))
7. If a student withdraws from or fails the program, they must reapply to the program. The student's application will be given the same consideration as all other applicants applying for the Radiography Program. See [Re-application policy](#).
8. All clinical, laboratory, and classroom assignments are to be handed in on time.
9. **Examinations will be taken on the day scheduled. An excused absence will be determined on an individual basis. Make-up exams will be done at the discretion of the instructor. Notice must be given if you miss an exam - this is your responsibility.**
10. Individual course syllabi further detail specific academic standards relative to any given course.
11. Mid-term evaluations will be conducted during a student's first Fall and Spring term. These will

require individual students to meet with faculty and review their current progress in all aspects of the program as of that date. These evaluations will be used to gauge a student's progress and future within the program. See [Appendix W](#) for the Didactic Mid-term Evaluation form.

CLINICAL EDUCATION GRADING POLICY

All radiography students must successfully pass each Radiographic Clinical Education course to remain in the Program. Failure to achieve the required competencies, evaluations, or assigned hours may prohibit the student from advancing to the subsequent Clinical Education course and therefore runs the risk of program dismissal. The clinical education grade scale is the same as the scale listed above for the Radiography program.

The clinical education grade is derived from the following:

1. Students are required to attend clinical education on the assigned days for entire assigned times. Students are required to make-up missing time or risk lowering their clinical grade.
2. Students are required to complete a clinical site orientation checklist ([Appendix CC](#)), ideally during their first day of clinical education each term, but this can be completed within the first week.
3. Students are required to have completed the TOTAL number of required competencies for a given semester (see individual course syllabi). The Clinical Competency Evaluation Form is located at [Appendix P](#). The Clinical Surgery Competency Evaluation form is located at [Appendix Q](#).
4. Students are required to obtain and turn in Supervising Technologist evaluations ([Appendix R](#)) and Clinical preceptor evaluations ([Appendix S](#)), by the end of each clinical course. Exact evaluation requirements are discussed in individual course syllabi.
5. Students are required to participate in all areas of clinical activity, as assigned.
6. Students are responsible for initiating the evaluation process with their supervising technologist.
7. Students are required to maintain a positive and professional attitude during the clinical shift. The affective domain will be a graded section within the clinical education coursework.

The EFSC Radiography program uses a point system for the Affective Domain that incorporates many areas of professionalism. This will be graded as a portion of the overall clinical education grade per term for the student, generally encompassing 20% of the total clinical education grade. Below is the current grading chart for points relating to professionalism for the student radiographer:

Affective Domain Clinical Points:	
Number of competencies performed	
3 or more under the required # of competencies	-3
2 under the required # of competencies	-2
1 under the required # of competencies	-1
3 or more over the required # of competencies	+1
Number of clinical days absent	
0 days absent	+1
1 day absent (over the 1 allowed)	-1
2 days absent (over the 1 allowed)	-2
each subsequent day absent	-1
Number of clinical lates (tardies) tardy / program policy violations	
First four occurrences (5th results in an action plan) * see Clinical Action Plan below *	-1
Trajecsyst missed entries / GPS and Time exceptions beyond the 1 allowable per semester. (2 above the 1 allowable)	-1/ occurrence -2 for all additional
Failure to follow the Time and Attendance Policy (Failure to call in)	-5/occurrence
Performing examinations without proper supervision	-10
Failure to follow professional appearance (dress code) policy	-1/occurrence
Failure to comply with Radiation Protection Policy (failing to wear Pb during mobile/OR radiography)	-3 /occurrence
Failure to comply with radiation dosimeter policies (#1:untimely exchange of dosimeter badge, #2:failure to wear dosimeter during exposures or #3:loss of the dosimeter)	#1: -1/occurrence. #2: -2/occurrence. #3: -5/occurrence.
Failure to follow standard infection control precautions	-3 /occurrence
Unprofessional language or behavior (2nd occurrence results in an action plan) * see Clinical Action Plan below*	-5
Refusing to do an examination	-5
Clinical Action Plan	-10
Removed from a clinical site by site request	-20% of total grade

Students must also be able to demonstrate behaviors that lead to providing excellent and compassionate care to each patient and for every examination. Unethical behaviors and unprofessionalism are not accepted at clinical education facilities. Students exhibiting any behavior deemed unacceptable for clinical education will be sent home from the clinical sites and must follow through the [Program and Clinical Action Plan](#) procedure. See [Professional Behavior is expected](#). Students are to sign and acknowledge the EFSC Radiography Code of Professional Conduct ([Appendix AA](#)).

If a student is asked to be removed from a clinical site, the student will be placed on Program clinical action plan and receive an automatic grade deduction in the clinical education course by 20% of the total clinical education grade achieved (total affective domain grade percentage). An action plan will be developed in accordance with the program policies; however clinical site removal will only be tolerated once. Review of the EFSC Radiography Last Chance Clinical Agreement ([Appendix BB](#)).

Within 72 hours of the incident, the Program faculty and the Collegewide Chair of Nursing and Health Sciences and/or Dean of Nursing and Health Sciences will determine if the actions of the student are consistent with severely unprofessional behavior and/or a risk to patient safety. If so, the student may be immediately dismissed from the Radiography program.

The student on Program clinical action plan due to site removal will be re-assigned to another clinical site or another institution, if deemed acceptable, based upon the current number of available clinical spots and the severity of the actions performed by the student that warranted the initial removal. Certain violations may require that the clinical facility be notified to determine if placement is acceptable.

However, if said student has any further unprofessional or patient safety incidents resulting in another site removal request during the same or future clinical education rotations, they will be immediately removed from the clinical education course of the program. This will result in the student receiving a failing grade for that clinical education course; furthermore, this will result in the student being removed from the program. Again, review the EFSC Radiography Last Chance Clinical Agreement ([Appendix BB](#)).

If a resolution is not met, the student has the right to grieve the decision, following the college's formal student grievance procedure - found on the [EFSC Grievance Procedure Overview webpage](#).

ATTENDANCE

1. Attendance for all lectures, laboratory, and clinical classes are mandatory.
2. [EFSC's class participation and attendance policy](#) will be enforced. No more than 10% of scheduled classes or clinical time may be considered as excused absences, thus requiring any more missed time to be made up. If missed time is not made up, the students' grade can be altered based on the specific class's attendance policy. Clinical courses grade on attendance.
3. The student should be seated and ready to begin class at the designated class time. Tardiness is considered unprofessional conduct. Any student that is not present within 10 minutes of the start of class will be marked tardy or absent based on instructor syllabus wording.
4. The student should inform the instructor via email if they are going to miss a lecture or inform the instructor at the end of the class period indicating a reason for any tardiness.
5. It is the responsibility of the student to obtain all information, assignments, etc. from the instructor. (Refer to specific course syllabus for details regarding attendance.)
6. The EFSC Radiography program uses a Student Time-off Request form ([Appendix Y](#)) for time off requests that are either didactic or clinical in nature. Students will need to submit this form for any time that has been missed in didactic and clinical education.
7. For further information, see the specific course syllabi or instructor.

Absenteeism from Lecture, Laboratory and Clinical Classes

"A student's serious illness" shall mean a condition such as pneumonia, surgery, hospital confinement, or valid medical reason. A physician's note verifying illness should be available should the faculty member request it.

Bereavement for a "death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents, or significant other. Documentation must be provided.

"Statutory governmental responsibilities" refer to such matters as jury duty or subpoena for court appearance. Documentation must be provided.

1. If the student expects to be absent from a given class, the student must contact the instructor directly or leave a message at (Ms. Nardone 433-7591, Mr. Sears 433-5381) prior to the scheduled class. Failure to do so may result in dismissal from the Program. If the student expects to be absent from a clinical class, the student must contact the clinical preceptor no later than 30

minutes prior to the start of the clinical assignment (phone calls are preferred) and communicate with the Clinical Coordinator or Program Director (Mr. Sears 433-5381). An email to all parties above should also be completed, regardless of making a phone call to the site.

2. It is the responsibility of the student to obtain all lecture/laboratory materials and if necessary, schedule a time to meet with the instructor for specifics.
3. Make-up quizzes or exams must be arranged by the student and the instructor for the day the student returns.
4. There will be no make-up quizzes or exams for unexcused absences. The student will receive a zero for that quiz or exam.
5. For further information, see the specific course syllabi or instructor.

CLINICAL ATTENDANCE

Due to the importance and the nature of the clinical educational experience, student radiographers must attend all scheduled clinical assignments as scheduled. In addition, the student will sign a clinical attendance agreement form ([Appendix G](#)) attesting to the following outlined clinical attendance guidelines:

1. The number of hours for clinical assignments are as follows (unless otherwise individually changed due to unexpected occurrences):

Summer of 1 st year:	No clinical education during first 8-week summer term.
Clinical Ed 1 (Fall – 1st year):	240 hours over 15 weeks, Thursdays & Fridays – 8-hour shifts. 16 hours a week for 15 weeks = 240 – No clinical during Thanksgiving week.
Clinical Ed 2 (Spring – 1st year):	240 hours over 15 weeks, Thursdays & Fridays – 8-hour shifts. 16 hours a week for 15 weeks = 240.
Clinical Ed 3 (Summer – 2 nd year):	360 hours over 12 weeks, varying weekdays for each student. Generally, 8-hour and/or 10-hour shifts can be utilized to meet this obligation, and specific sites request specific hours. Students will complete 30 hours of clinical education a week during this summer semester.

Clinical Ed 4 (Fall – 2nd year):	360 hours over 15 weeks, Mondays, Tuesdays, & Wednesdays – 8-hour shifts. 24 hours a week for 15 weeks = 360.
Clinical Ed 5 (Spring – 2nd year):	360 clinical hours over 15 weeks: Mondays, Tuesdays, & Wednesdays – 8-hour shifts. This is the last semester for clinical.

2. The Clinical Coordinator will place students based on site availability, number of student openings, student's location to clinical site, and any other possible scenarios. A [Clinical Education Placement Plan](#) is outlined for clinical placement guidance in the event of clinical sites not allowing student clinical education to continue. Faculty reserve the right to use the Clinical Site Request Form ([Appendix J](#)), if logistics allow.
3. Students will be assigned a lunch break per site; the duration is for 30-minutes each 8-hr shift. However, the clinical preceptor or clinical staff can offer the student a 45-minute lunch break if that is the routine for the clinical site. Discussed further in the [Miscellaneous Clinical Guidelines](#).
4. Employment cannot substitute for clinical education. A student will not receive any wage, salary, etc. from a clinical education affiliate for any clinical education hours used to satisfy the clinical education requirement of the Program.
5. Attendance will be recorded utilizing Trajecsys ([Appendix L – Trajecsys Student Menu and Instructions](#)). It is your responsibility to enter your arrival and departure time either on your smart phone or department computer with internet access. You should be logging into your shift from within the department, and once logged in, you should be ready to begin working.
6. **If you are unable to attend clinical you must notify both the clinical coordinator and your clinical preceptor.** Emails or call-ins are the only recognized method of notification. Your attendance record will be verified and maintained by the clinical coordinator.
 - a. **You are responsible for making sure your attendance records reflect accurately your attendance, if you disagree with any attendance record, please consult the clinical coordinator.**
7. It is the student's responsibility to clock in and out through Trajecsys each day of clinical activity.

If a student forgets to clock in/out for a day, they must inform the Clinical Coordinator AND they must have the Clinical Preceptor of their site verify their attendance via an email to the Clinical Coordinator. The onus is on the student in this situation to have proper documentation of a clinical day that is not recorded within Trajecsys. Adding the time record the next or following days will not be accepted without proper documentation provided to the Clinical Coordinator. If this is not done, the missed time will need to be made up at a later date within the same semester.

8. Students are not permitted to attend clinical at times other than scheduled. A student may NOT elect to attend clinical for an afternoon/night rotation instead of a scheduled day shift (or vice versa) unless you have prior approval by the clinical coordinator. Request must be made via email.
9. You are expected to attend every day you are scheduled. Any days missed must be made up during the current semester; if not possible, the missed days will count against the student's attendance record. See items #4, 9, 10, & 12.
10. The final course grade can be directly affected by excessive absenteeism.
11. If you are going to be absent from clinical, you must **CALL** the Clinical preceptor or designated department supervisor at least 30 minutes prior to the beginning of the clinical shift/day. A call or email must be made to the Radiography Program Faculty (Ms. Nardone 433-7591, Mr. Sears 433-5381) (leave voice mail) or an email will also suffice.
 - a. To notify the Clinical Preceptor of an absence the morning of the shift – you must call the site and email the clinical preceptor – these must be completed at least 30 minutes before the beginning of your shift.
12. As professionals you are expected to be at your clinical assignment on time. Tardiness will not be tolerated. Program officials understand that occasional situations occur that cannot be foreseen or helped. Your time sheet will document days tardy.
13. Students will be assigned to “alternate” shifts. This is designated as a 2-10 p.m. shift or similar. Students must complete this requirement on the dates assigned. Make up time for these shifts must be done on a 2-10 p.m. shift upon approval by the clinical preceptor.

14. Missed clinical shifts requiring make-up (regardless of the reason for the absence) will be required to be made up during the term they were missed or the student risks receiving an incomplete grade.
15. Students that are sent home from a clinical site due to outside factors (hurricanes, TJC visits, staff training, etc.) will need to contact the Clinical Coordinator. The Clinical Coordinator will evaluate the situation and determine if make-up time is required for the missed hours or if they are excused hours.
16. Make up time must first be approved by the Clinical preceptor of your specific site. Then this information must be emailed to your Clinical Coordinator to ensure it is documented.

HOLIDAYS AND RELIGIOUS OBSERVANCES

The following federal holidays are observed, and no regular didactic or clinical instruction is scheduled on these days: Dr. Martin Luther King Day (January), Memorial Day (May), Independence Day (July), Labor Day (September), Veterans Day Observed (November), and Thanksgiving (2 days in November). Some clinical sites recognize more holidays, where the student will not be required to make up time associated with these holidays. A full list of EFSC recognized holidays will be found at the [EFSC Academic Calendars](#) website.

EFSC has a specific policy when requesting time off for religious observances, found within the [EFSC class participation policy](#). Students must notify the instructor, in writing and during the FIRST week of class, of any intended absences due to religious holidays.

The Radiography program will not schedule students in clinical assignments during recognized holidays or when the college is closed.

INCLEMENT WEATHER

When the weather conditions are severe enough that the EFSC campuses are closed, all classes, labs, and clinical assignments will be cancelled as well. There will be no need to contact the faculty or clinical staff in your absence. There are also times that the weather conditions are bad but do not warrant the school to close. If, during these situations only, a student feels that the conditions of the road are unsafe, or that the roads have been shut down in their specific area, the student MUST contact the Clinical Coordinator to report an absence due to emergency weather conditions. Remember to always check the [EFSC website](#) for alerts and updates if you have questions.

TRANSPORTATION

The student is responsible for travel to and from clinical sites and to the college campus for classes. Issues with transportation that limit a student's access to clinical sites, or the college can place the student at risk for program dismissal.

HEALTH REQUIREMENTS AND INFORMATION

Health Requirements for Clinical Education

PRIOR to clinical assignment, all students must have:

1. A level II national background check (including fingerprinting, and drug testing) done through castlebranch.com.
2. Required Immunizations (uploaded to castlebranch.com) – documented via immunization proof or titer results showing immunity.
 - a. Evidence of a negative tuberculin test, QuantiFERON blood test, or chest x-ray.
 - b. Documentation of measles, mumps, and rubella immunization.
 - c. Documentation of or signed declination for Hepatitis B Vaccine. (Refer to [Appendix C for Vaccination Declaration/Declination Form.](#))
 - i. 3-series Hepatitis B Vaccine
 - d. Documentation of Varicella (chickenpox) status.
3. Recommended Immunizations
 - a. Polio Vaccination
4. The tests and immunizations will be conducted at the student's expense.
5. The student must provide updates to health record. Changes in medical condition and/or drug regimen that may affect clinical classroom performance or safety should be promptly reported in writing to the Program's Education office. Failure to do so may result in dismissal from the program.
6. It is the responsibility of each student to see that the appropriate documentation is on file with the program Clinical Coordinator. There are no exceptions.

DURING clinical assignments, immunizations that might be required:

- a. Flu vaccine.
 - i. Required each year around October.
 1. Declination may or may not be available at all clinical locations.
- b. COVID-19 vaccine
 - ii. Some clinicals sites may request your vaccination status or for an exemption to be filled out.

Additional Health Requirements

1. Students must provide evidence of current certification in Basic Life Support (BLS) through the [American Heart Association HealthCode BLS](#) course ([Appendix N](#)) and Blood borne Pathogens Certificate. These requirements are a part of the HSCC 1000 course.
 - a. BLS must be renewed every 2 years and must be current for the student to participate in clinical education.
2. The Radiography Program has an Infectious Disease Policy. Each student must read, understand, and sign this policy. (Refer to [Appendix F for the Contagious/Infectious Disease Form](#).)
3. The Radiography Programs recognize that a student who is not physically or mentally well can pose a threat to patient/client safety.
 - a. Students who have a change in health status while enrolled in the program will be expected to report the nature of their change in status to the Program or Clinical Coordinator.
 - b. Any student who exhibits symptoms of illness which pose such a threat and/or who is under the influence of alcohol, or illegal drugs may be immediately removed from the clinical area and will be referred to their private physician. (Refer to the [EFSC Student Code of Conduct Standards](#) and [EFSC Safety Policies and Procedures](#) which outlines the procedure for the Drug-free and Alcohol-free campus and workplace).
 - c. After any significant change in health status, the student must submit a statement from their physician to the effect that their condition is not detrimental to the safety or health of themselves or patients/clients before returning to the program.
 - d. In addition, the student must notify the Program faculty if a significant change in health status requires a new MRI screening form to be completed. Review the [MRI Screening policy](#) and screening form ([Appendix X](#)).
 - e. In cases where multiple absences caused by a change in health status interfere with a student's progress, the student will be asked to withdraw from the program.

INSURANCE

Each student is required to purchase medical liability insurance through the college, which has contracted with an independent insurance carrier. Malpractice/Liability Insurance fees must be paid each fall before a student may begin clinical. Time lost due to non-payment of fees will be considered unexcused absence.

All insurance forms will be available to you through the Trajecsyst online attendance tracking website.

1. Liability coverage: Florida Community College Risk Management Consortium

Limits of liability: Will not exceed \$1,000,000 per each "Medical Incident." Total liability of the company for all damages to which this insurance applies shall not exceed \$3,000,000.

Person insured: Students and Faculty of the Allied Health Science Programs, but only while the Students and Faculty are participating in the activities of the program.

2. Accident Coverage: A special course fee will be charged at the beginning of each Fall term which pays for accident coverage in the clinical/lab site only. An incident form must be completed for this insurance coverage to be viable.
3. Health Coverage: Each student should locate his/her health insurance card and keep it available for emergencies. Payment for treatment is the responsibility of the student. You should know the insurance company and the identification number. This is vital information and could be critical in the event of an emergency.

**STUDENTS ARE STRONGLY URGED TO CARRY HEALTH INSURANCE AS
EXPOSURE TO VARIOUS SUBSTANCES CAN OCCUR**

PREGNANCY POLICY

As is your right to privacy, disclosure of pregnancy is completely voluntary. It is the right of the student to disclose or not disclose the pregnancy and/or to withdraw disclosure of the pregnancy at any time by written notification. If the student elects to disclose the pregnancy the following will apply.

The National Council of Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks or probability of detectable effects induced by medical diagnostic exposure are very small.

It is the policy of the Eastern Florida State College Radiography Program to provide reasonable radiation protection to student radiographers occupationally exposed to radiation. Pregnant students are expected to follow the additional protective measures detailed below which have been developed to restrict the fetal radiation dose below the maximum permissible dose (MPD) as recommended to the NCRP and the United States Nuclear Regulatory Commission (USNRC).

All Pregnant students in EFSC's Radiography Program will be given a copy of the [US NRC regulatory guide 8.13](#) that concerns prenatal radiation exposure. The pregnant student must make the final decision as to their acceptance or non-acceptance of this minimal risk.

The following procedure shall be followed:

1. The Program encourages the student to notify the Program or Clinical Coordinator immediately upon medical verification of pregnancy to ensure that protective measures are for the fetus and mother are initiated.
2. The Program Coordinator will arrange for the student to review her previous radiation exposure history. The Program Coordinator will provide the student with a copy of NRC 8.13-3 and will review protective actions and the risks associated with radiation exposure to the fetus.
3. Upon verification that a pregnancy exists (including the student consulting with their physician), and after consultation with the student, (see [Voluntary Declaration of Pregnancy Form Appendix D](#)) the Program Coordinator will offer two options to the student.

Option # 1 - Remain in the Program Throughout the Pregnancy

If the student so decides, she may continue in the Program under the following requirements.

1. The student shall review and implement radiation safety practices as outlined in her copy of NRC appendix 8.13.3.

2. The student shall wear exposure -monitoring devices as determined by the NRC's recommendation.
3. The student shall wear a wrap-around lead apron during exposures to radiation, if possible.
4. The student shall elect to participate in all scheduled clinical rotations areas as assigned or participate in a restricted clinical rotation with no fluoroscopy, mobile or OR rotations assigned. The student understands that this restricted clinical rotation may extend the length of the program. Optional and advanced rotations will be addressed after the student returns from maternity leave.

Option # 2 - Leave of Absence During Pregnancy

If the student decides, she may elect to leave the Program during the pregnancy period.

1. If the student decides to accept this option and leave the Program, she must immediately notify the Program Coordinator in writing.
2. An incomplete will be awarded for the course(s) in progress. The remaining course work may be completed upon the student's return, subject to space availability. It may not be feasible for the student to re-enter the program immediately since all courses are offered chronologically and only once a year.
3. All didactic and clinical course work must be completed prior to completion and graduation from the Program.
4. The Program Coordinator shall document the student's decision regarding the two options described above.
5. The student shall complete and sign documentation acknowledging receipt of all information and associated documentation regarding the pregnancy. All documentation shall be kept in the student's permanent personal file.

LIBRARY AND LEARNING LAB

The EFSC/UCF Joint-Use Learning Resources Center, also known as the library, provides current and comprehensive services to support the information and academic needs of the students. Hours for the Library and Learning Labs are available on the website: <http://www.easternflorida.edu/library/>

A Learning Lab is located on each campus. They are equipped with computer-assisted instruction, programmed materials and computer software in most academic disciplines. Programs also provided in the lab include the Reading Lab, the [EFSC Student Access for Improved Learning \(SAIL\) office](#), Student Support Services, Career Resources Center and Student Job Placement Office. Weekly and monthly publications are available for students to conduct job and career searches. Professional assistance and tutoring are also available in English, reading and mathematics.

SUPPORT SERVICES

Please refer to the [EFSC Academic Support](#) site for information concerning academic support services.

Please refer to the [EFSC Financial Aid & Scholarships](#) site for information concerning financial aid.

Please refer to the [EFSC Student Access for Improved Learning \(SAIL\) office](#) for more information concerning improved access to learning.

Please refer to the [EFSC EFSCares Student Counseling](#) for more information concerning free and confidential EFSC student assistance program.

PROFESSIONAL SOCIETIES

American Society of Radiology Technologists

<https://www.asrt.org>

1500 Central Avenue, SE

Albuquerque, NM 87123-4605

Phone #: 1-(800) 444-ASRT.

Florida Society of Radiologic Technologists

<https://fsrt.wildapricot.org/>

American Registry of Radiologic Technologists

<https://www.arrt.org/>

TRANSFER POLICY

Students wishing to transfer credits from another radiography program may be considered, providing there is an available clinical placement, and the following criteria is met:

- 1) Transfer student is currently enrolled in an accredited JRCERT (Joint Review Committee on Education in Radiologic Technology) radiography program that is in good standing.
- 2) The student is receiving a passing grade in all radiography related coursework.
- 3) A letter from former program director stating student is in good standing with the program.
- 4) The student has at least a 2.0 GPA.
- 5) Has evidence of immunizations titers or declination, TB test, up-to-date CPR certification ([Appendix N](#)), level 2 background check (to include drug testing) and Florida AIDS/Blood borne pathogens certificate - all done through Castlebranch
- 6) Students must submit course descriptions, clinical schedule, clinical rotations and successfully completed competencies.

Admission to the radiography program will be conditional on available clinical space. The program will consider transferring students on an individual basis. The above criteria must be met before any credit will be given. Also, EFSC has residency requirements for those wishing to complete a degree, find out more at the [EFSC Transfer Student webpage](#).

The transfer student must complete all requirements of the EFSC radiography program for completion. To ensure consistent clinical progress, the transfer student will also be required to repeat any clinical competency exams previously completed at their prior institution. There is no guarantee the transfer student will complete the program at the same rate as his classmates/cohort.

ACADEMIC PROGRAM ACTION PLANS AND REQUESTED WITHDRAWAL

The Program Director and/or Clinical Coordinator will counsel and place a student on an action plan for any of the following reasons:

1. Academic level below that required by the Radiography Program.
2. Unprofessional conduct (arrests, etc.). (see the [ETHICS section](#) for more details on professional and ethical conduct) (also see [Appendix B](#))
3. Health problems.
4. Unsafe clinical practice.
5. Inability to function adequately with members of health teams.
6. Failure to obtain more than half of the required clinical competencies for any given term.
7. Failure to obtain one (1) Clinical Preceptor evaluation for any given term.
8. Failure to adhere to the EFSC Radiography Code of Professional Conduct ([Appendix AA](#)) or any other EFSC Radiography program policy listed in this document.

The Program Coordinator/Director may recommend that a student withdraw from the program for reasons stated above if the behavior is not corrected during the action plan period, or, if the offense is of a serious nature, the coordinator/director may recommend immediate withdrawal or program dismissal from the Dean of Nursing and Health Sciences.

If the student wishes to withdraw from the program of his or her own volition, this should be discussed with the Program Coordinator/Director. Student self-withdrawal from the program should be in writing and submitted to the Program Manager/Director.

PROGRAM and CLINICAL ACTION PLANS

As described above, various situations will require a student to be placed on an action plan in the program. A few common reasons for a student to be placed on a programmatic or clinical action plan are clinical attendance violations, unethical/unprofessional behavior, failure to comply with the code of professional conduct ([Appendix AA](#)), and consistently low academic performance. This situation will follow the outlined steps:

1. Program faculty will counsel the student using the Health Science Counseling Report ([Appendix U](#)) at the time of notification of behaviors/actions.
2. As outlined in the counseling report, the student will follow the action plan described during the counseling with the faculty members.

3. Each action plan will have a timeline based on the initial reason for counseling. At the end of the dictated timeline, students will be re-evaluated based on the action plan.
4. If the action plan is successfully met:
 - a. The student will remain within the program and continue.
5. If the action plan is not met:
 - a. The students may be granted a single additional action plan, with associated timelines (length of second action plan will be reduced).
 - b. Serious situations in which the student shows no improvement during the first action plan will result in dismissal from the Radiography Program.
6. If the second action plan is met:
 - a. The student will remain within the program and continue.
7. If the second action plan is not met:
 - a. The student will be unable to continue with the Radiography program.

A total of two (2) separate counseling reports will be tolerated; any student that obtains three (3) counseling reports during the program will be subject to program dismissal, pending administration review.

The EFSC Radiography program Last Chance Clinical Agreement ([Appendix BB](#)) will be used for those students that have multiple counseling/action plans and are at risk for program removal due to clinical violations.

REASONS FOR PROGRAM OR CLINICAL DISMISSAL

The Radiography student may be dismissed from the program at any time for a variety of reasons, some common situations are:

- 1) **Breach of rules or regulations of the student's assigned clinical education site.**
- 2) **Removal from a Clinical Site due to unprofessional behavior** (details in [Clinical Education Grading Policy](#) and in the Code of Professional Conduct - [Appendix AA](#)).
- 3) **Failing to meet the requirements in the EFSC Radiography program Last Chance Clinical Agreement ([Appendix BB](#)).**
- 4) Conviction, distribution, or possession of illegal drugs or controlled substances. (Refer to the [EFSC Student Code of Conduct](#).)
- 5) Reporting for class or clinic under the influence of alcohol or narcotics or partaking of these substances while in clinic or classroom. (Refer to the [EFSC Student Code of Conduct](#).)
- 6) Malicious destruction or theft of property.
- 7) Refusal to comply with the Radiography Program policies and requirements. This includes smart device/cellular device use when otherwise contraindicated. More details in [Miscellaneous Clinical](#)

Guidelines.

- 8) Habitual absence (see [EFSC's class participation and attendance policy](#)).
- 9) Academic dishonesty (Refer to the [EFSC Student Code of Conduct](#)).
- 10) Unprofessional or unethical conduct. ([ASRT Practice Standards](#), [ARRT Standard of Ethics](#), and the [EFSC Student Code of Conduct](#).)
- 11) Insubordination.
- 12) Violations of hospital, clinical, or facility departmental policies and procedures appropriately documented by the clinical preceptor and confirmed by the Clinical Education Coordinator or the Program Coordinator/Director. A brief list of [Clinical Violations](#), located within the [CLINICAL section](#).
- 13) Absences totaling more than 10% of the scheduled class.

EFSC CODE OF CONDUCT INFRACTIONS

Programmatic infractions to the code of conduct for any of the health science programs will be addressed by the Dean of Nursing & Applied Health Sciences. The Dean of Nursing & Applied Health Sciences handles any concerns or violations related to Health Science programs. If the EFSC code of conduct is also violated the Dean of Students will be involved along with the Dean of Nursing and Applied Health Sciences. If the violation is related to the EFSC code of conduct only, and not a programmatic concern, the Dean of Students will be the Dean addressing the violation or infraction.

PROCEDURE FOR COMPLAINT RESOLUTION OF A PROGRAMATIC NATURE

It is the policy of EFSC's Radiography Program to work with the students in finding fair and just solutions to problems, including any student grievance, appeal, question, misunderstanding or discrimination. Students are urged to take their problems to the instructor assigned to the course(s) in which they are experiencing problems as in the Informal Step Process below:

Step 1: The student should first take their problem or question to their assigned instructor within 10 working days. Usually, the instructor will have direct knowledge about the subject and is best qualified to resolve the situation.

Step 2: If the student and instructor are unable to find a solution or answer within 10 working days, the student may then bring the matter to the attention of the Dean of Health Sciences/Nursing. The student should feel free to discuss the matter fully.

Step 3: Should a satisfactory and impartial solution not result from Step 2, the student may pursue the matter through appropriate administrative channels. The college's formal student grievance procedure is found on the [EFSC Complaint and Grievance Procedures webpage](#).

If complaints concerning non-compliance with Joint Review Committee on Education in Radiologic Technology Standards occur, they will be resolved in the following manner:

Step 1: The staff/student will first take the problem or question to the Program Manager/Director following the outlined process for [EFSC Complaint and Grievance Procedures](#).

Step 2: The Program Manager/Director and/or college administration will investigate the complaint and will determine its validity within 5 working days.

Step 3: If action is required, the Program Director will create an action plan and implement it for immediate compliance, if possible. This will be added to the Program's Outcome and Assessment plan.

Step 4: If pertinent and required, the Program Manager/Director will notify the JRCERT of the complaint and the actions required to correct/improve it.

Step 5: If the staff/student is unable to find a solution or answer with the Program Manager/Director, within 5 working days, or they believe that the concerns have not been properly addressed, then the staff/student may contact the JRCERT office. The JRCERT phone number is listed in the JRCERT standards including the student handbook, program brochure and website. Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-2901, (312) 704-5300.

For more information regarding allegations against the program go to: [JRCERT REPORTING PROCESS webpage](#), where you will find more information and a link to a form for reporting said allegations to JRCERT.

PROGRAM READMITTANCE

There are specific situations in which a student will not continue into the following semester of the program. Failing grades in a Radiography course, personal choices, health issues, pregnancy, or other events can occur and may warrant a student being removed from the program. In these cases, each individually examined and analyzed by faculty, there are stipulations for the re-admission of that student back into the EFSC Radiography program:

- 1) Re-application to the program. The student will be required to submit an application to the Radiography program by the next application cycle deadline to be considered for re-admission with all other applicants applying to the Radiography program for that application cycle.
- 2) The student will be required to audit each course that was successfully passed to ensure competency of course material. Review the [EFSC definition for course audit here](#). We will also require the student to retake the exams to ensure the material is being retained as part of Radiography best practice.
- 3) The student will be required to retake any course in which a grade below “C” is earned.
- 4) The student that comes back into the program following a year lapse will be required to purchase another year of service for Trajecsyst. The initial lab fee covers 2 years, but this extra year cost will be incurred at the expense of the student.
- 5) Any competencies the student completed during the year a Radiography course was failed will be removed from the student record and require the student to show competency again upon returning to the program and clinical sites.
- 6) Any clinical time the student completed during the year a Radiography course was failed will be removed from the student record and require the student to start with zero hours upon returning to the program and clinical sites.

Any student removed from the program due to a clinical site incident that resulted in a clinical site removal request will be deemed ineligible for readmittance.

SAFETY:
Programmatic and Clinical

RADIATION DOSIMETRY, SAFETY RULES, AND POLICIES

Radiography Program and its affiliates operated under the radiation protection concepts of ALARA (As Low As Reasonably Achievable.) This principle of employing proper safety procedures benefits both the patient and the radiation worker.

The following rules and policies have been established for your protection against ionizing radiation during clinical observation and procedures. These rules are established for your safety and must be strictly adhered to.

Radiation Monitoring and Dose Limit Protocol

Badges/Dosimeters: All students will be required to pay for their radiation monitoring service. Students will pay for services during the beginning of the Fall as part of the clinical course fee. Students will always wear radiation monitors when attending clinical rotations and lab. If the student reports to the clinical practice or lab assignment without the badge, he/she may be sent from the site to retrieve their badge by the supervising technologist. The badges should be worn at collar level. During fluoroscopy, the badges should be worn outside the lead apron at the collar level. The monitors are changed every three months, which is usually performed during the last week of the tri-monthly cycle.

Lost Badges: Students are responsible for all radiation monitoring badges assigned to them. The radiation monitoring badges must be turned in each quarter. Failure to return a dosimeter will result in a counseling report. The student will be financially responsible for the replacement dosimeter.

Radiation Exposure Reports: Following submission of the badge during the 3-month cycle, the program will receive a report of radiation exposure. Radiation monitor reports are posted both on Trajecsys and on the clipboard inside the classroom at the digital laboratory console. Each student is responsible for reviewing their dose report. Upon completion of the program, students will be provided with a cumulative radiation report once final badges are turned in.

Dose Limit Protocol: The radiation monitor reports are reviewed by the Program Director. If the student's quarterly radiation exposure report exceeds either of the ALARA Level values listed below, the radiation safety officer – Timothy Sears (Program Director) – will meet with the student to discuss the increased exposure, to determine the cause and methods to decrease occupational exposure. Carelessness in radiation protection will not be tolerated and repeated offenses subject the student to sanctions up to and including dismissal from the program.

ALARA Level 1:

- 10% of the annual limit for the occupationally exposed worker
- 125 mrem (1.25 mSv) per quarter
- If a student obtains dose at or above this limit, but below ALARA level 2 limit, they will:
 - Receive a written notice/counseling for the lack of adherence to radiation protection policies.
 - Be required to write out the situation that occurred and the reasons for the increase in documented radiation exposure.
 - The program faculty will review the situation and review radiation safety practices with the student and/or clinical facility.

ALARA Level 2:

- 30% of the annual limit for the occupationally exposed worker
- 375 mrem (3.75 mSv) per quarter
- If a student obtains dose at or above this limit, they will:
 - Receive a written notice/counseling for the lack of adherence to radiation protection policies.
 - Be required to write out the situation that occurred and the reasons for the increase in documented radiation exposure.
 - The program faculty will remove the student from the clinical facility until the faculty can ensure that the student will be performing procedures safely at the clinical facility.

Any student with a lost badge must contact the Program Director/Radiation Safety Officer immediately to be assigned a new badge for the monitoring period. A counseling event will occur between the student and faculty. If the student has lost a dosimeter:

1. The student may be subject to clinical education grade reduction,
2. The student will be required to stay out of the clinical environment until a replacement is issued,
3. The student will be required to complete a report on radiation safety of the occupationally exposed worker.
 - a. This report will be discussed during the faculty counseling and be required upon issuance of the new dosimeter.
4. Lost dosimeters will not be tolerated by the program faculty; depending on the situation, the student may be requested to withdraw based upon unsafe practices.
 - a. More than 1 lost dosimeter will result in faculty requesting the student to withdraw.

Repeated failures to turn in the dosimeter in a timely manner will result in counseling and possible program removal. The student will be financially responsible for any fees associated with a lost badge and/or replacement badging.

Radiation Safety Rules in the clinical sites

At any time during activation of the x-ray tube for static imaging (when x-rays are being generated), observation will be made from the control booth.

At no time will you expose yourself or your fellow students (or any other human being) to ionizing radiation for experimentation.

You should not hold or support a patient during exposure, nor will you hold or support an image receptor during exposure. Understanding that emergency situations do occur and cannot be avoided, never stand in the direct beam and always wear protective aprons and/or gloves/lens.

During any portable/mobile exposure or procedure do not place yourself in direct line with the central ray and ensure you are maintaining the appropriate distance behind or adjacent to the x-ray tube (as close to 6 or more feet, and/or positioned 90 degrees from the x-ray tube) in accordance with ALARA. The tube must in all cases be pointing away from your body. A lead apron can be worn if the student chooses but it is not required during mobile/portable imaging.

If performing fluoroscopic or surgical procedures and you must remain in the room, the following will prevail.

1. A lead apron will be worn at all times, or you will remain behind a lead barrier and attempt to stay out of the primary beam of the x-ray tube and away from the patient during live imaging.
2. You must stand as far from the patient and tube as possible, consistent with the conduct of the examination.
3. Radiation monitoring devices (radiation dosimeter) must be worn outside the lead apron at collar level.

Radiation reports are maintained in the Program Director's office. Copies are posted on the clipboard inside the classroom at the digital laboratory console and on Trajecsys.

RADIOGRAPHIC LABORATORY REGULATIONS

An EFSC radiography faculty member must be present in the laboratory during each exposure.

While performing exposures in the radiographic room:

1. No students are permitted inside the radiographic room during an exposure.
2. The door must remain closed during all exposures.
3. Exposures made with the portable unit and the c-arm will be performed in the Digital Imaging Laboratory unless a mobile barrier is being used.
4. Under no circumstances is a student permitted to expose a fellow student, healthcare worker, or any living entity.
5. Each student is responsible for practicing radiation protection at all times.
- 6. Radiation monitors must be worn in the laboratory.**
7. Professional behavior **MUST** always be demonstrated in the radiographic laboratory.
8. Students must have and use their EFSC radiation anatomical markers during every lab.
9. Anyone violating these regulations will not be allowed to remain in the radiographic laboratory and may be subject to further disciplinary action.
10. Upon completion of laboratory class, the radiographic rooms will be cleaned, and equipment put away or disciplinary action will be taken. This is your lab to use so take care of the equipment and lab supplies.

See [Appendix Z](#) for the posted Radiation Safety Plan for labs.

MRI SCREENING

Annual MRI screening will be conducted during the first summer semester and again during the second Fall semester to ensure safety during various clinical activities. It is the responsibility of the student to inform the Radiography Program faculty of any changes to their medical history throughout the program to maintain MRI safety and compliance when at clinical sites. See [Appendix X](#).

ACCIDENT REPORTING PROCEDURE

Our goal is to prevent all accidents and disease transmission, thus ensuring a safe learning environment for students, faculty, and staff. Unfortunately, accidents do regrettably occur. Familiarize yourself with the following procedure, so that you will be able to respond quickly and safely to receive assistance and report accidents. Forms for accidents and procedures can be found online in Trajecsys.

Accident / Incident Reports

Students and faculty must complete an incident report as soon as possible for any of the following that occur in the clinic, the labs, or in the classroom:

- 1) Physical injury incurred to themselves.
- 2) Physical injury incurred to the patient/client.
- 3) Accidents
- 4) Thefts and/or suspected thefts
- 5) Damage to patients and/or student property.

Accident/Incident Report Instructions:

- 1) Notify the supervising instructor of the incident immediately to obtain assistance and the proper forms.
(The specific forms will be provided by the clinical site and/or EFSC depending on location of incident)
- 2) In the event of an accident involving possible exposure to blood-borne pathogens, the proper documentation will be taken at the clinical site with notification made to Program officials.
- 3) In the case of an incident on campus an "Accident-Incident" report shall be initiated by the program officials or campus security and then submitted to the Program Coordinator, Department Chair, or Assistant Provost for the Health Science Institute.
- 4) The final "Accident-Incident" Report must be signed by the initiator of the report and the student involved in the incident. (The EFSC incident form is located on the Trajecsys site under documents.)

COMMUNICABLE/CONTAGIOUS DISEASE NOTIFICATION

It is the position of the Eastern Florida Radiography Program that students are able to conduct examinations on patients in selective isolation precaution situations. Students will be allowed to conduct patient care examinations on those patients in “contact isolation” and “droplet isolation” rooms only, “airborne isolation” rooms will not be allowed to have EFSC Radiography students within them at any times. Students will not be fitted for an N95 mask by the EFSC Faculty, nor will they be fitted for an N95 mask by the clinical facilities.

In addition to this statement, the EFSC Radiography program faculty strongly encourage students to purchase their own mask/s for use within the clinical sites. This is especially important during times of prolonged viral pandemics (coronavirus) or even during the yearly flu season.

Eastern Florida State College, Radiography Program officials will notify any student or graduate of the subsequent exposure to a communicable/contagious disease other than Tuberculosis, during their enrollment period as a student. Program officials will be notified by the Clinical affiliates in writing regarding incidents of possible exposure of students. Current students or graduates shall notify program officials if they believe that they may have been exposed to a communicable/contagious disease. (See [Appendix F](#))

Procedure:

- 1) Current Students:
 - a) Upon written notification by the clinical affiliates, program officials will notify students in the form of a written memorandum and phone call to the student.
 - b) Students will follow recommended guidelines for treatment provided by the clinical affiliates' Employee health coordinator.
 - c) Students shall notify program officials if they believe they may have been exposed to a communicable/contagious disease either in the clinical facility or outside of clinical education.
- 2) Graduates:
 - a) Upon notification by clinical affiliates, program officials will notify graduates by mail and/or telephone.
 - b) If program officials are unable to contact graduates by the aforementioned methods, attempts will be made to contact that individual by contacting spouses and/ or parents, relatives or by any information that might be contained in the graduate students' permanent file.
 - c) Upon notification, graduates will be referred to the clinical affiliates employee health coordinator to advise treatment and information.

- d) Graduates should notify program officials if they believe they may have been exposed to a communicable/contagious disease.

Tuberculosis Exposure Procedure:

In the case of a Tuberculosis exposure, the following will apply:

It is mandatory that any student or faculty member incurring any exposure fills out a complete Accident/Incident Report Form. The supervising faculty member must sign the form for any student exposure. EFSC security will conduct a follow-up and, in the case of a student exposure, will contact the supervising faculty member for further information. EFSC Security will then report the exposure to the appropriate Department of Health.

Investigations of tuberculosis exposures are performed by the local/county Department of Health in the exposure area. The Brevard County Department of Health task force will investigate all tuberculosis exposures occurring in Brevard County. County investigations can take up to three weeks.

If the task force deems it necessary, they will contact the student and the supervising faculty for follow-up. Funding is available for any necessary follow-up care and medications.

Brevard County Department of Health Contact:

John Davis

321 634-6393

john.davis@fl.health.gov

REPORTING A COMMUNICABLE ILLNESS

The student must report illness, communicable diseases and any condition which might affect the health of the student, patients and hospital staff. This should be reported to a program official or clinical preceptor. Failure to report this will result in probation and possible dismissal from the program.

To protect those around you and as a safeguard to patients, all students are required to meet safe health standards. Any student with an elevated temperature (an oral temperature of 100.5° F. or more), symptoms of urinary infection (dysuria, urgency, or frequency), symptoms of respiratory infection, symptoms of gastrointestinal infection, or symptoms of pink eye must report the condition to a program official or clinical preceptor, even though the student may be under the care of a private physician. The program official or clinical preceptor is responsible for reporting the condition to the clinical affiliate.

A signed physician's release form must be submitted before the student returns to the program. The student is responsible for making up lost clinical time and missed class work during their absence.

ETHICS

CONFIDENTIALITY OF STUDENT RECORDS - FERPA

The confidentiality of the student's records (academic and health) is protected by the Radiography Program. Information will be released only to authorized members of the College community. A student may authorize the Program to release information regarding their academic record to outside sources upon written consent (Refer to [Appendix A](#), Authorization to Release Information). For more information, visit the [EFSC FERPA Info](#) webpage.

CONFIDENTIALITY OF PATIENT RECORDS - HIPAA

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the clinical supervisor or designate. Students are expected to maintain confidentiality in a professional manner. All radiography students rotating in a clinical affiliate will sign a confidentiality agreement that will be kept in the students' file in the program director's office. Students who do not adhere to this policy will be dropped from the program.

- 1) Do not discuss a patient's condition especially within hearing of patients.
 - 2) Do not take any records from hospital without permission and if you have permission, patient name information must be removed.
 - 3) No cell phone photos/selfies will be taken on hospital property.
- (See [Appendix B](#) for Professional and Ethical Standards Agreement)

For further information on confidentiality of patient information, please read up on the [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#).

PROFESSIONAL BEHAVIOR IS EXPECTED

- 1) You must sign and acknowledge the code of professional conduct located in the [Appendix - item AA](#).
- 2) You are expected to follow all instructions of the duly assigned supervisor or his/her substitute.
- 3) Any use of vile, or abusive language or acting in a disrespectful manner to any employee, patient, doctor or visitor will not be tolerated and constitutes grounds for dismissal.
- 4) Good attendance and prompt arrival is an absolute necessity. Failure will constitute a reduction in grade and counseling.
- 5) Students are expected to remain in their assigned area unless otherwise instructed by clinical supervisor. When leaving for any reason, please notify the clinical preceptor so they will know where you are at all times.
- 6) Students are expected to maintain a 1 student per 1 technologist ratio while at the clinical facility.
- 7) There should be no use of cellular or smart device/watches while at the clinical facility, unless in designated areas. This means from the moment you park until the moment you drive away; your use of a smart/cellular device should be limited. (See [Miscellaneous Clinical Guidelines](#))
- 8) All hospital care should be patient centered.
 - a) Never destroy a patient's confidence in his/her doctor (despite any feelings you personally might have).
 - b) Patients should never be left unsupervised on stretchers or on the table.
 - c) Unnecessary or loud talking in rooms or halls is disrespectful to the patient.
 - d) Any information the patient confides in you should be kept to yourself. Always have a friendly, optimistic attitude toward the patient.
 - e) All information regarding patients and pertinent hospital records is highly confidential and must not be discussed outside your area or in public places within the clinical facility (i.e. cafeteria, elevators, restrooms) This includes family members.
- 9) In the event a student performs unprofessionally and/or unethically while in the clinical center, review the [Clinical Dismissal Process and Procedure](#) and the [Clinical Education Grading Policy](#). Furthermore, the Code of professional conduct ([Appendix AA](#)) and the Last Chance Clinical Agreement ([Appendix BB](#)) should be reviewed.

POLICY ON CRIMINAL CHARGES/ARRESTS

Upon completion of the Radiography Program at EFSC, students are eligible to take the national registry examination through the [ARRT](#). Certification is the initial recognition of an individual who satisfies certain standards within a profession. Employers, state licensing agencies, and federal regulators look at the ARRT credential as an indication that a person has met a recognized national standard for their discipline.

Candidates for ARRT certification must meet basic education, ethics, and examination requirements to become eligible. Candidates must also demonstrate competency in didactic coursework and an ARRT specified list of clinical procedures by completing competency requirements established for the discipline. Students completing the Radiography Program will meet the requirements outlined by the ARRT and are eligible to take the exam with the Program Manager's authorization.

Every candidate for certification must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." ARRT investigates all potential violations to determine eligibility. Visit the [ARRT Ethics Review Preapplication](#) webpage for further information and documents.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military court martials as described below:

- Felony
- Misdemeanor
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do not need to be reported.

Additionally, candidates for certification are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board.

Student with any breach in the [ARRT Standards of Ethics](#) must complete a pre-ethics application to determine if they are eligible to take the registry examination. The program cannot determine if an individual will be allowed to take the registry. Students are advised to complete the pre-ethics application prior to beginning

the program or during the first summer semester before clinical education rotations begin. For more information regarding the Registry or to complete a pre-ethics application (at students' expense) visit the [ARRT webpage](#) or call them at (651)687-0048

If a student is brought up on any criminal charge while in the Program, They MUST:

- 1) Inform the Program Manager immediately (within 72 hours of the incident). The Program Manager will work with the College, Clinical Coordinator and Clinical Site Administration and will help student to work with the ARRT to determine if:
 - (a) It is necessary for the student to take a leave of absence until the issue is resolved and full rights are restored to the student.
 - (b) The student will be eligible to sit for the ARRT examination.
 - (c) The student may continue their education at the clinical sites.
 - (d) The student must be dismissed from the Program.
- 2) A student who fails to disclose a criminal charge to the Program Manager is subject to dismissal from the program.

CLINICAL EDUCATION

CLINICAL EDUCATION INTRODUCTION

For a complete list of Clinical Sites and Clinical Preceptors – see [Appendix I](#)

Beginning in Fall, the first-year student begins clinicals with two 8-hour shifts a week (Thursday and Friday), Radiographic Procedures 2 (Upper and Lower extremity), Radiobiology and Radiation Protection, and the beginning of their Image production and evaluation coursework – which runs two full semesters.

The Spring term continues with the Thursday and Friday clinical days and shifts, the next Radiographic Procedures course (Spine, skull, and beginning of contrast studies), Radiation physics, and the final course in Image production and evaluation.

The second Summer then requires students to do clinical rotations for a total of 30 hours a week for 12 weeks. This will be accomplished by using both 8-hour and 10-hour shifts.

The second Fall term will have 8-hour clinical rotations Monday-Wednesday, due to the Thursday/Friday being for first-year students. The courses are Radiographic Pathology and Radiographic procedures 4 (final courses include special considerations, advanced modalities, and pharmacology/contrast media education).

The final Spring semester in the students continue with the same clinical schedule as the fall (8-hour, M-W); coursework includes Advanced radiographic imaging (specific to digital technology/informatics and quality improvement) and a Radiographic seminar course which helps reinforce multiple ideas and prepares students to take the ARRT registry examination.

At the completion of the program, students will have completed roughly 60-70 Radiographic competency exams, performed around 1,500 hours of clinical education, and completed the 8 ARRT mandatory general patient care activities. These obligations are described in the course syllabi and explained further in the [ARRT Radiography Didactic and Clinical Competency Requirements](#). These requirements will be updated in March 2027, and the updated requirements will be used for the EFSC Radiography class of 2028 and beyond.

Brief Clinical Time Breakdown

* First year students will spend Thursdays and Fridays (16 hours/wk.) in a clinical facility during the Fall I, and Spring I semesters (RTE 1804 & RTE 1814).

* The second summer term students will be considered Second year students. They will spend three/four days a week, Mondays through Friday (30 hours/wk.), in the clinical facility during this term (RTE 1824).

* Second year students will then spend Monday, Tuesday, and Wednesday (24 hours/wk.) in a clinical facility during the Fall II and Spring II semesters (RTE 2834 & RTE 2844).

* During both the first and second year, rotations through hospitals and smaller clinical facilities will be utilized to enhance student clinical experience.

* An evening clinical rotation will be assigned to students (e.g. 11-1900 /or/ 1400-2200). The intent of this rotation is to give the students the opportunity to observe/participate in trauma/ER radiography that is not as available during the day rotations and to experience the scope of duties on the later shifts.

COMPETENCY BASED CLINICAL EDUCATION REQUIREMENTS

Competency based clinical education has been established for the students in the EFSC Radiography Program. It is designed to permit accurate assessment of the knowledge, skills and abilities of students in the clinical education component of the Program. After completion of the prerequisite practice and simulation of radiographic procedures, the student shall indicate readiness for evaluation in a specific examination to the clinical facility in the assigned clinical education center.

The requirements for clinical competencies are established as published in the [ARRT Radiography Didactic and Clinical Competency Requirements](#). Under this system, the clinical education curriculum is divided into related groups or categories with specific exams being required. These exams also are qualified by those exams requiring an actual examination performed on a patient and those examinations which permit evaluation by simulation. During a designated time period, a student may work on mastery in any one or more of the category areas. The number of exams available for each category is broken down below into mandatory and elective quantities in the parentheses. A complete list of possible examinations is located on the Trajecs website.

NOTE: Students should observe/participate in a minimum of three of each exam prior to performing a competency evaluation when possible.

<u>Category</u>	<u>Mandatory</u>	<u>Elective</u>
Thorax	(4)	(4)
Upper Extremities	(9)	(2)
Lower Extremities	(6)	(3)
Cranium	(1)*	(7)
Spine and Pelvis	(6)	(5)
Abdomen	(2)	(2)
Fluoroscopic Studies	(2)*	(9)
Surgical Studies	(2)	(0)
Mobile Studies	(3)	(0)
Pediatric Patient	(0)	(4)
Geriatric Patient	(3)	(0)

Total number of required Mandatory competencies. A * indicates the quantity of required electives from that category	35
Total number of Re-competency examinations required	10
Minimum required number of Elective exams (out of 36 total)	17
Total number of Competency Examinations required during EFSC Radiography program	62

Students of the EFSC Radiography program are also required to complete a total of ten (10) competency examinations a second time – called a re-competency exam. This is designed to promote on-going student proficiency.

During your final semester of clinical education, faculty will schedule time for simulating exams that students rarely see or have never seen at the clinical site, should the need arise. Per the ARRT, simulations will be limited to no more than 10 exams per student based on the ARRT criteria, however, EFSC faculty prefers no more than 6 exams per student to be simulated.

COMPETENCY EVALUATION GUIDELINES AND RULES

Cognitive skills: For a student to become competent in the clinical setting, several things must take place before he/she is permitted to perform radiographic procedures. For a student to become secure and confident he/she must have mastered cognitive skills relating to radiologic technology.

The cognitive skills are taught in:

- Introduction to Health
- Clinical Seminar (Introduction to Radiography course)
- Radiation Protection and Radiobiology
- Imaging: 1, 2, and Advanced Imaging
- Radiographic Procedures: 1, 2, 3, & 4
- Human Anatomy and Physiology: 1 & 2
- Radiologic Physics
- Pathology for Radiographer

Clinical Participation/Psychomotor Skills: The staff and supervising technologists are keys to the success of the student. The student will begin his/her clinical participation by first observing the staff technologists performing his/her duties. The student then moves to a more active role of assisting the technologist and performing assigned tasks. The student then moves to the stage of clinical competency evaluation. After performing, under supervision of a technologist and demonstrating successful laboratory check-off, the student may request to perform the procedure for competency evaluation. Successful competency will then allow the student to perform that procedure with indirect supervision.

Once the entire category of competencies is successfully completed, the student will then be able to perform a final competency in that category. Students will also be required to perform a specific number of re-competencies each semester. This is to ensure continuing competency. A failure to pass a final competency or re-competency will mean the student must return to clinical participation before retaking the evaluation.

The assurance of a competent student rests upon the guidance, interest, and concern taken by the faculty, clinical preceptor, and staff technologists. Then, the success of that student depends upon his/her desire, initiative and willingness to cooperate with others.

Repeated radiographs, when performed by the student to include competency attempts and student marker use, will require the student to complete a repeat documentation form ([Appendix V](#)). This form will indicate the exam and reason for the repeated radiograph and must include the technologist's name and signature. The student is then to turn this form into faculty, either during a clinical site visit or upon their next day on campus.

INITIATING AND EXHIBITING COMPETENCY

Students may only be evaluated on procedures after they have been presented in the classroom and laboratory practice has been completed.

The evaluator or the student may select procedures performed by a student for competency evaluation. However, an evaluation form must be presented to the evaluator prior to the start of the examination.

All competency evaluations are to be performed by a registered Radiologic technologist. A completed competency form will indicate that the student has met the minimal level of competence based on the evaluation by the technologist. Some clinical facilities have restrictions on what technologists can perform a competency evaluation based upon the years of experience the individual has with that facility.

Evaluations of a procedure may be terminated and rescheduled if, during the evaluation, the designated performance areas are not acceptable. (Students should review the procedure before attempting a re-evaluation.)

Clinical competency must be obtained by informing the staff technologist prior to the exam being performed. The student technologist must declare, prior to the start of a procedure, that he/she wants to demonstrate his/her competence for the given procedure. The evaluator will then evaluate the students' independent performance.

A single repeat exposure will be allowed during a competency evaluation; however, it will require that the student independently assess the image for errors, identify the error, and make the appropriate corrections. If this occurs, the student must turn in a repeat documentation form ([Appendix V](#)) with the competency evaluation. Repeated images on a competency will affect the overall competency final score.

NOTE: A student seeking competency after a procedure has been completed is not acceptable.

CONTINUING CLINICAL COMPETENCY

Since this program utilizes competency examinations as an assessment method, students must maintain and continue, throughout the entire program, to show competency in examinations that they have already shown competence in. While each semester has a set number of competencies to meet, students that reach this number early will still be required to show competency in new examinations. A student can continue to progress by obtaining more than the required competencies for a given semester but will still be held to meet specific competency obligations each semester, regardless of the current number of competencies achieved.

This is to be broken down into 3 main guidelines:

1. If you reach the maximum number of competencies for a given semester (either before it starts or during the semester), students must maintain a certain level of progress by continuing to produce competencies, but at a lesser rate due to a high level having been achieved thus far.
2. If a student is not meeting performance expectations at a clinical site, they can be evaluated at any time by faculty on an individual basis.
3. If a student does not meet the appropriate performance level in an exam that they have previously shown competency in, that previous competency can be removed at faculty discretion until the student has proven competency through future examinations or practice. Faculty or a Clinical preceptor for that specific site can approve this re-competency.

CLINICAL ROTATIONS

The Clinical Coordinator/Director with the input of the Clinical Supervisors makes up the Student Clinical Rotations Schedule. Students will be assigned clinical areas based on their needs, and the availability of exams, staff and equipment. Students must be always supervised either directly or indirectly and this requires a continuous 1 technologist to 1 student at all times. If you are scheduled in an area with more students than technologists, you must reach out to your Clinical Preceptor or Clinical Coordinator for immediate assistance.

Rotations in departments can range from 2 to 4 weeks, depending upon the student's needs; rotations at clinical facilities can range from 1 semester – 3 semesters in length. See [Appendix J](#) – Clinical Site Request Form, this form is used at the discretion of program faculty and clinical site availability, if the form is required it will be available via Canvas and students will be notified by the clinical coordinator.

ADVANCED CLINICAL ROTATIONS

As students' progress through the second year of the program, there will be opportunities to observe and participate in advanced modalities within the imaging sciences. However, these placements might be competitive and will be based on having met the current clinical requirements. That means that those students meeting or going above and beyond the semester requirements, along with showing excellent technical and teamwork skills within the clinical setting, will be the strongest candidates for advanced rotations. Missing the appropriate competency requirements prior to your final clinical semester will adversely affect your chances of participating in advanced modality rotations.

CLINICAL FORMS

It is the students' responsibility to provide the following paperwork for the Clinical Coordinator.

Competency Evaluation Form: Evaluated and signed by the appropriate clinical personnel. For the current competency form, see [Appendix P](#).

Surgery Competency Evaluation Form: Evaluated and signed by the appropriate clinical personnel. For the current surgery competency form, see [Appendix Q](#).

Student Clinical Evaluation by the Supervising Technologist: Supervising radiographers who have spent the most time with the student will complete these forms. Students are urged to obtain 4-6 of these per semester. See [Appendix R](#).

Student Clinical Evaluation by the Clinical preceptor: Clinical preceptor evaluations will be due during midterm and the end of each semester. Students are to obtain 2 of these per semester. See [Appendix S](#).

Evaluation by Special Rotation Supervising Technologist: Supervising technologist during advanced rotation will complete these forms. Students, if eligible, are urged to obtain 1 or 2 of these per advanced rotation. See [Appendix T](#).

Repeat Documentation Form: Completed by a student and signed by the supervising technologist any time a repeat Radiograph is performed by the student for competency or any time an image includes the student's marker. See [Appendix V](#).

SUPERVISION OF STUDENTS

DIRECT versus INDIRECT SUPERVISION & REPEATED RADIOGRAPHS

This policy serves to identify the current guidelines for supervision of students as stated in the Joint Review Committee on Education in Radiologic Sciences Standards regarding student supervision.

DIRECT SUPERVISION

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the **DIRECT** supervision of qualified radiographer (ARRT registered Radiologic Technologist / Radiographer).

Portable, OR, and Isolation examinations will always be carried out under **DIRECT** supervision.

This includes:

- A qualified radiographer reviews the request for examination in relation to the student's achievement.
- A qualified radiographer evaluates the condition of the patient in relation to the student's clinical competency.
- A qualified radiographer is physically present during the performance of the examination.
- A qualified radiographer reviews and approves all radiographs.

It is at a clinical facilities discretion if students will be required to have direct supervision in areas that are specialized or more critical and demanding, i.e. the trauma bay.

INDIRECT SUPERVISION

After demonstrating competency, students may perform procedures with **INDIRECT** supervision.

Indirect supervision is defined as supervision that is provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

"Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where radiographic procedures are being performed.

Portable, OR, and Isolation procedures DO NOT qualify for indirect supervision. These examinations always require DIRECT supervision.

REPEATED RADIOGRAPHS

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be **REPEATED** in the presence of a qualified radiographer, regardless of the student's level of competency. This means **DIRECT** supervision for all repeated examinations.

- The student shall have the initial radiograph reviewed by a qualified radiographer.
- A qualified radiographer shall identify and correct any student errors before a re-exposure is made.

TECHNOLOGIST TO STUDENT RATIO

In support of educationally valid and appropriate clinical rotations, the program requires that the number of students scheduled to a clinical facility does not exceed the number of available and assigned registered technologists. We must maintain a ratio of one student to each one clinical staff registered technologist (this is a 1:1 ratio).

However, there are certain times when a special and/or infrequent/rare procedure is performed. During these times, and only then, would it be appropriate for more than one student to be assigned to one technologist. These instances should be limited to further support the idea of each student having an educationally valid and appropriate clinical rotation.

CLINICAL EDUCATION CENTERS RULES

Below are various clinical education center rules for the student radiographer to adhere to. The student radiographer must also always abide by the code of professional conduct located in the appendix ([APPENDIX AA](#)).

- 1) The Program reserves the right to search and seize any article in a student's possession when probable cause exists. The clinical center reserves the right to refuse admission to any student who is involved in any activity not considered professional or conducive to patient care. Failure to abide by these rules will result in dismissal from the Program.
- 2) Students are subject to all rules, regulations and policies of the clinical education centers.
- 3) Students are not permitted to inject contrast media or medications.
- 4) Students are not permitted to conduct examinations on patients who are being isolated for airborne diseases (airborne precautions) due to not having the proper N95 mask fitting. All other isolation precautions fall within a students' responsibilities.
- 5) The use of mobile devices is prohibited while involved in clinical education, except when clocking in and out through Trajecsyst or during a designated break.
- 6) All students' academic and clinical records are considered confidential. No records are released except by written permission of the student. The student may review records at any time.
- 7) All patients with whom the student comes into contact will be treated with respect, dignity, and with careful attention given to patient modesty. Treat every patient as if you were the patient being radiographed.
- 8) All hospital and patient records are confidential in nature. Students are expected to maintain confidentiality in a professional manner.
- 9) Unless otherwise instructed, any student who begins or assists in the beginning of a radiographic procedure (patient transportation included) must complete the procedure before leaving the clinical center.
- 10) Each student will be expected to perform non-technical duties as scheduled by the clinical preceptor. Each student is to assist in maintaining a clean department by helping to keep the radiography room to which he/she is assigned orderly and properly supplied.

- 11) There is to be no transport of patients back to their room or any other area of the hospital (this means any location outside of the imaging department) by a student unless otherwise accompanied by an employee of the healthcare organization. Students can transport a patient within the imaging department (waiting room to CT, or X-ray to Sonography; for example) without being directly accompanied by an employee.
- 12) **A STUDENT MUST NEVER LEAVE A PATIENT UNATTENDED.**
- 13) A student must receive permission from the authorized EFSC faculty and Clinical preceptor to modify a clinical assignment or schedule.
- 14) Students will, at all times, present themselves as professionals in the clinical education centers.
- 15) Students will, at all times, be aware of body and oral hygiene and will report to the clinical education centers with clean shoes, hair and uniforms.

In addition to the previous rules, students are reminded of the following:

- a) Students will report to clinical in an alert condition.
- b) students will not possess liquor or illegal drugs, nor engage in their use while in clinical.
- c) Do not sleep during clinical assignments.
- d) Do not engage in theft of any articles from the clinical affiliate. Students found guilty of theft will be dismissed from the Program.
- e) Do not engage in immoral conduct while in clinical.
- f) Do not smoke in areas where it is prohibited.
- g) Do not chew gum while in clinical.
- h) Do not eat in areas that are not specified for that purpose.
- i) Do not use the affiliate's telephone for personal use.
- j) Do not refuse to accept clinically related assignments from the Clinical Coordinator or Clinical preceptor(s). (Based upon student's clinical knowledge and ability)
- k) Do not remove attendance or other records from their designated area.
- l) Do not accept any type of gratuity or "tip" from a patient or a patient's family. Do not use language or manners unbecoming of a professional.
- m) Do not falsify attendance records - cause for dismissal.
- n) Adhere to appropriate guidelines as published by the college for initiation of grievances concerning any aspect of clinical or didactic coursework.

- o) Students are subject to random drug test as required by affiliates. Those that test positive will be suspended from the Program until they can prove they are not taking illegal drugs.
- p) Students will not bring firearms/weapons into class/clinical.
- q) Report all accidents and incidents no matter how small to the radiology supervisor. Get help immediately if patient injures themselves (Radiologist).

CLINICAL VIOLATIONS

In the event of unsatisfactory clinical performance, the student's clinical grade will be lowered (the affective domain). The Clinical preceptor(s), Clinical Coordinator, or the Program Director will document clinical violations. The total grade deduction will depend upon the seriousness and frequency of the infraction. In some cases, clinical site or program dismissal may occur.

Situations include:

1. Performing a repeat Radiographic image without the direct supervision of a technologist.
2. Post-processing manipulation of any digital images without supervision.
3. Leaving the clinic without permission.
4. Violation of dress code.
5. Not following professional standards or clinical affiliation rules and regulations.
6. Not having ID markers in clinical.
7. Mislabeling/digital annotations on a radiograph.
8. Failure to finish an exam (i.e., release of patient, complete paperwork, etc.)
9. Attendance violations (see clinical attendance policy).
10. Inconsistent performance in the clinical setting.
11. Passing an image without the approval of a qualified radiographer.
12. Performing an examination without appropriate supervision (direct or indirect).

NOTE: This is only a partial list.

See [APPENDIX BB](#) for the EFSC Radiography Program Last Chance Clinical Agreement

If you get dismissed from a clinical site for any reason, future clinical placement will be based upon the current number of available spots and the severity of the actions that warranted the initial removal. Certain violations may require that the clinical facility be notified to determine if placement is acceptable.

DRESS CODE

Students are required to be present in professional appearance at the clinical education centers at all times. It is the patient's right to be treated with dignity and care by individuals in clean, professional attire. It is therefore required that each student follow the Program's Dress Code.

- 1) Students are required to wear a EFSC name tag on the left pocket during clinical assignments. One set of radiographic markers are part of the uniform. The initial set is ordered by the college and will be replaced at the student's expense if the markers are lost.
- 2) Students must wear a clean, odor-free, and pressed solid colored royal/sapphire blue scrubs with an optional royal blue lab scrub jacket. Various styles are available but printed material is not allowed. Appropriate socks and/or nylons must be worn. Check with the faculty if you have questions. Scrubs are to be worn to all didactic, laboratory, and clinical education courses.
- 3) Scrub jackets can be worn but must match the royal blue/ sapphire blue scrub color. There are to be **no hoodies or sweatshirts** worn while participating in clinical education.
- 4) Inappropriately fitting uniforms will not be permitted.
- 5) Appropriate underwear must be worn. It should not be visible.
- 6) Shoes are to be of a solid white or black color. Slip resistance is preferred. No high heels, open-toed shoes, crocs, or sandals may be worn. **Leather type tennis shoes with minimal color or markings may be worn if they can be kept clean, polished and have been purchased for clinical use only. Shoes are to be kept clean at all times.**
- 7) In those hospitals in which they are still utilizing Hospital owned OR scrubs, these surgery scrubs are for use only by those students who are assigned to the OR or other procedures which require special surgery attire. **These scrubs are not to leave the hospital** (wearing the scrubs away from the hospital is considered theft and you can be prosecuted) and a lab coat should be worn over the scrubs whenever you are not in the surgery area.
- 8) No excessive jewelry is permitted. Necklaces may be worn but should not extend from the neck more than 2 inches. Ring settings must be of a height that will not puncture/tear rubber gloves.
- 9) A pair of matching earrings may be worn, but they must be of the pierced type (post) no larger than a

match head and must meet hospital approval.

- 10) Students must wear their radiation monitoring device, supplied by the Program, at all times while in the clinical centers. The dosimeter is a part of your clinical uniform.
- 11) Nails should be kept clean and neatly trimmed. Only conservative colored nail polish may be used. No acrylic, gel, or fake nails will be allowed while participating in clinical education.
- 12) Hair should be kept neat, clean, and of a natural color. Long hair must be worn up or tied back off the face and shoulders in a manner not to be a nuisance to the patient or interfere with clinical performance. If worn, facial hair must be kept neatly trimmed and clean.
- 13) Head coverings (provided by the clinical facility) will be required for OR surgical procedures. All hair must be kept covered up when in surgical cases.
- 14) Make-up may be worn in moderation.
- 15) Deodorant should be used, and perfume or cologne should be used in moderation.
- 16) Skin should be clean and intact (cuts and abrasions are to be cared for promptly and properly). **All tattoos must be covered as best as possible – Neutral colored undergarments only.**
- 17) Any infectious process, such as a boil, carbuncle, abscess or any draining lesion should be covered and cared for properly.
- 18) Upper respiratory infectious diseases must be cared for properly and if contagious, clinical experience should be avoided and CI notified.
- 19) Name tag and markers are part of the uniform and must be present on the student's person.
- 20) Any student not in uniform may be sent home from clinical and the day must be made up. It may also be reflected in a student's overall clinical grade.

STUDENT RESPONSIBILITIES IN THE CLINICAL CENTERS

The student will be responsible for:

1. Remain in clinical areas assigned by the program faculty or clinical preceptor.
2. Following directions from designated personnel while in the clinical affiliate
3. All technical assignments given them by the supervising staff technologist (within the scope of the student's academic and/or clinical training).
4. Assisting with all work assigned to their clinical area and will not leave the clinical area without the knowledge of their supervising staff technologist.
5. Performing all other duties as directed by their supervising technologist, such as cleaning and stocking the radiographic room at the end of the shift.
6. Being aware of patient's safety. Patients are to be assisted on and off the radiographic table and aided in whatever other ways are necessary to prevent physical harm or injury.
7. Properly operating equipment under the guidance of qualified technologist.
8. Always maintaining patient modesty.
9. Keeping radiographic room doors closed when a patient is being examined to protect the patient's privacy unless this would compromise safety.
10. Being familiar with the location of first aid supplies within the radiographic room as well as the departmental emergency crash cart. It must be remembered that in an acute emergency, solicit help as best you can, and stay with the patient to aid him/her until help arrives.
11. Keeping the radiographic room orderly and stocked with supplies at all times with the following:
 - a. Image receptors
 - b. Towels and linens
 - c. Emesis basins, tissues, etc.
 - d. Other supplies as required.
12. Correctly identifying the patient by consulting the patient and checking the patient's arm bracelet if available.
13. Cleaning contrast media from equipment/tables and floors if necessary.
14. **Assisting** with the transportation of patients, to and from their rooms or other departments. Students are not allowed to transport patients outside the department on their own.

THE CLINICAL PRECEPTOR'S RESPONSIBILITY IN THE CLINICAL CENTERS

Specific responsibilities of the Clinical preceptor include:

1. Provide an orientation for new students which should include:
 - a. Review of departmental and clinical center's policies.
 - b. Assignment of lockers or appropriate area for personal belongings.
 - c. Overview of departmental functions (scheduling, patient flow, routine exams and protocol)
 - d. Introduction to radiology staff
 - e. Tour of facility
2. Post a schedule for room rotations (provided by the Program faculty)
3. Document any inappropriate behaviors which are in violation of program policies or policies of the affiliate. The clinical coordinator should be notified in all instances.
4. Communicate undocumented student absences, tardiness, and make-up time at the clinical site.
5. Ensure student placement is in accordance with a 1 student per 1 technologist ratio.
6. Sign all competencies in the space provided.
7. Conduct mid-term and final evaluations on each student. Each evaluation is to be personally reviewed and signed by each student.
8. Evaluate the student procedural performance to assess competence using the following categories of objectives.
 - a. General clinical skills
 - b. Positioning skills
 - c. Image evaluation
 - d. Oral radiographic evaluation
9. Evaluate overall student clinical performance in regard to:
 - a. Clinical skills
 - b. Professionalism
 - c. Professional appearance
10. Inform staff technologists regarding the correct use of evaluation forms utilized for student evaluation (competency, student evaluation, and repeat forms).
11. Ensure consistent competency evaluations made by staff technologists.

12. Provide recommendations to the Clinical Coordinator in regard to student's weaknesses or poor performance.
13. Ensure that direct and indirect supervision and direct supervision of repeat radiograph policies are being followed at all times.
14. Submit all evaluations and other documentation of student performance at the end of the student's rotation at a given clinical center.
15. Respond to student related problems and try to resolve the problem to the mutual satisfaction of all involved.
16. Attend clinical preceptor workshops and/or meetings conducted by the Program.
17. Be a positive role model for your students.
18. Attend local or national seminars or workshops for clinical educators whenever possible.

CLINICAL EDUCATION PLACEMENT PLAN

Students will be assigned to clinical education sites beginning in the Fall semester of the first year. Students will complete the Radiography Clinical Site request form for first, second and third choice. There is no guarantee of any student's choice will be honored. Students are responsible for transportation to and from the clinical sites and the purchase of proper clinical uniforms and equipment.

CONTINGENCY PLAN: CLINICAL and DIDACTIC

In the event of an epidemic, pandemic or disaster conditions and there is limited to zero availability of clinical and or college campus facilities, the following plan has been developed for faculty and students to best continue the educational program. (Hospital/Clinical sites offering limited student rotations and/or college campuses not allowing for face-to-face instruction). This plan is subject to change depending on the situation occurring.

All communications will be made via Canvas email and Titan emails. Faculty generally send course notifications via Canvas and individual emails through Titan email. It is the student's responsibility to check their email regularly. If one has no power in this case, please attempt, the best you can, to contact the program faculty and keep them informed of your situation.

In the event that the college campus is closed in addition to clinical education facilities being closed to student clinical education, all didactic courses will remain open and active and transition to the online environment. Laboratory courses and clinical education courses will be put on hold if deemed unsafe. Faculty will host various online class meetings via Microsoft Teams during this time. There will be no opportunity for laboratory coursework to be completed in this event. Students should be able to continue to complete the didactic coursework during this period. Classes will only move to this environment if the college campus or face-to-face instruction are deemed unsafe. This might alter the graduation date for students depending on the situation.

If there is no clinical availability in the community, but the college campus is open, faculty will schedule students for specific on campus times during their scheduled clinical education courses. Students will be scheduled laboratory simulations, laboratory practical examinations, and various case studies during this time. This might alter the graduation date for students depending on the situation.

If there is limited clinical availability in the community, regardless of the college campus availability, the following procedures will be used to determine which students will have priority of clinical placement:

1. Volunteers will be required for placement within participating clinical facilities. Students will not be forced to attend, but there will not be any guarantee of program completion on a previous scheduled date. Those students who volunteer will need to express their desire through an email to both the Program Director and the Clinical Coordinator.
 - a. Laboratory simulations will be scheduled and performed for students not in clinical education.
2. Priority placement will be given to second year students who are closest to completing their clinical requirements (those students with the most completed competencies).
3. Clinical placement will also be contingent on student safety and meeting the clinical facility requirements (temperature check, travel screenings, etc.). Students will have to be compliant with CDC, OSHA and State safety guidelines and protective equipment.
 - a. The use of specific PPE might be required.
 - b. Additional vaccinations might be required.
4. Students will report any exposure (inside or outside the clinical facility) to program faculty via email (review the [contagious/communicable disease notification policy](#) and [Appendix F](#)).

MISCELLANEOUS CLINICAL GUIDELINES

1. **Parking:**
Students are required to park in designated student parking areas when attending a clinical facility. A parking pass may be required. Always be sure to lock your car as no responsibility will be assumed by the clinical center. Check with the clinical center for specific parking instructions. Check with your clinical preceptor for more information regarding parking instructions.
2. **Cell Phones / Smart Devices:**
Students are not to actively use a personal cell phone or smart device/watch during all programmatic educational activities – except for the purpose of clocking in to and out of the clinical tracking system, Trajecsyst. Use is restricted to within break rooms only. Violation of this can result in dismissal for that day.
3. **Lunches/Breaks:**
Please follow clinical center policies regarding this and remember to take only your allotted time. Students are allowed a single 30-minute uninterrupted lunch break during their 8-hour or 10-hour shift (unless otherwise instructed by their facility). Students can also have one separate 15-minute break if they work beyond an 8-hour shift. Students are allowed, at their own expense, to use cafeteria facilities in the clinical centers.
4. **Markers:**
Students are required to maintain and use a set of lead radiographic identification markers with an assigned number combination. If a student loses them, a replacement set must be purchased by the student. See Program officials for details on ordering replacements. Digital annotation in lieu of anatomic side markers is not an ethical practice and will not be allowed by students.
5. **Affiliate Particulars:**
Facilities require the students to wear their designated student badge. The badges are obtained through the Program officials or security office at the affiliate site.
6. **Dosimeters:**
Students are required to always have their dosimeters while at the clinical facility and during all laboratory courses. If the dosimeter is lost: the student may be subject to clinical education grade reduction, the student will be required to stay out of the clinical environment until a replacement is issued, and the student will be required to complete a report on radiation safety of the occupationally exposed worker.
7. **Additional documents pertaining to malpractice coverage and incident forms can be found on Trajecsyst, our online attendance and clinical form tracking system.**

APPENDIX

APPENDIX A - AUTHORIZATION TO RELEASE INFORMATION

I authorize the Program Manager or faculty of the Radiography Program at Eastern Florida State College to release personal information (Social Security #, Date of Birth, photograph, etc.) as it pertains to the assignment of clinical education sites, my identification at the clinical education sites, acquisition of a radiation dosimeter for my protection, information in regards to requirements for Program accreditation through JRCERT, information in regards to applications for both the American Registry of Radiologic Technologists and Florida Department of Health Radiation Licensing, and information concerning my performance while enrolled in the program.

EFSC may request photograph/video of Radiography students, this agreement shall include this (EFSC has their own release of information form to complete, as well).

This information may be released to the education coordinator of an approved affiliate clinical education site, provider of radiation dosimeter, Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), and/or Florida Department of Health.

Student Name: _____

Student Signature: _____

Date: _____

APPENDIX B - EASTERN FLORIDA STATE COLLEGE **RADIOGRAPHY PROGRAM PROFESSIONAL AND ETHICAL** **STANDARDS**

A student entering the profession of radiography must understand that they are entering a field of medicine that requires certain professional standards that other career choices may not. Professional dress, appearance, and modes of communication must be of certain standards in order to maintain the confidence and care of the patient. Patients under the care of a radiographer present themselves in all ages, cultures and of various ethnic origins; therefore, trendy modes of dress and appearance are not allowed.

In addition, the student must abide by the ethical rules governing patient and general health care. Confidentiality of patient records and information is dictated by the HIPAA rules and regulations ([HIPAA](#)). As a clinical student, you must uphold these ethical standards of healthcare as well as the professional ethics described by the ASRT.

The program has an established dress code and a code of conduct for your review before acceptance is granted. Please read the student policy and procedure manual available in the Program Director's office.

Your signing of the professional and ethical standards form indicates that you understand the requirements of the program (and U.S. Congressional Law) and that you agree to abide by these standards.

Students Name: _____

Students Signature: _____

Date: _____

APPENDIX C - VACCINATION DECLARATION/DECLINATION FORM

STUDENT NAME: _____

B #: _____

PROGRAM: **EFSC RADIOGRAPHY PROGRAM**

I have been advised that the Hepatitis B vaccination and verification of immunity and carrier status are required for the clinical assignments in the Radiography Program. I understand that due to the possible occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B viral infection.

Please check one of the following:

_____ I have completed the Hepatitis B vaccination series (must submit documentation)

_____ I am currently in the process of Hepatitis B vaccination and have received vaccination(s) at this time. (must submit documentation)

_____ I decline to be vaccinated at this time.

I am aware that I can waive the Hepatitis B vaccination requirement only by signing this Vaccination Declination form. In that case, I continue to be at risk of acquiring Hepatitis B, a serious disease.

In the future, should I decide to be vaccinated for Hepatitis B, I will provide documentation of this to the program director.

Student Signature: _____

Date: _____

APPENDIX D - VOLUNTARY DECLARATION OF PREGNANCY OR WITHDRAWAL OF DECLARATION

Please check either:

_____ Voluntary Declaration of Pregnancy

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am voluntarily declaring that I am pregnant. I believe I became pregnant in (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy. I have received a copy of NRC Regulatory Guide 8.13 Instructions Concerning Prenatal Radiation Exposure.

Documentation of discussion with a medical practitioner has been provided to faculty: _____

Student's initials: _____

OR

_____ Withdrawal of Declaration of Pregnancy

I am voluntarily withdrawing my declaration of pregnancy. I agree to hold harmless the college and the program faculty in doing so.

Student Name: _____

Student Signature: _____

Date: _____

APPENDIX E - CONSENT FOR RADIOGRAPHIC LABORATORY AND CLINICAL ACTIVITY

I, _____, understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases including, but not limited to Influenza (various), Coronavirus, Tuberculosis, Hepatitis B, and HIV (AIDS) while in a clinical facility.

Neither Eastern Florida State College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility during training unless the injury is a direct result of negligence by the college or clinical facility. I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education. I understand that I should purchase private health insurance.

During either Radiographic Laboratory or Clinical education, I understand that I must participate as both the "patient" and "radiographer" in simulations.

I further understand that I must have liability insurance (which covers malpractice) while enrolled in classes involving clinical activities. This insurance fee must be paid each year at the fall registration.

I understand and assume responsibility for the policies, objectives, course requirements and inherent risks involved in the education of Radiography students at Eastern Florida State College.

Student Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

APPENDIX F – CONTAGIOUS/INFECTIOUS DISEASE FORM

The Radiography program has set the following as a contagious/infectious disease policy:

All students must complete a medical form prior to admission into the program. This form includes information about contagious/infectious diseases. If a student contracts a contagious/infectious disease during any of their time as a radiography student (inside or outside of the clinical facilities), that student must notify the program officials as soon as the information is learned. This assists in reducing any possible exposure to patients, fellow students, clinical staff, and faculty.

The student will be allowed to remain in the program as long as it can be determined, through a physician's statement, that the disease is not a threat to their fellow students or patients.

If a disease will make a student chronically infectious, the decision to allow the student to return to the clinical portion will depend on their potential threat to patients and hospital personnel. The decision made by the College will be based on current medical knowledge and consultation with physicians and college administrators.

All students must sign this form. Signature implies that the student is aware of the policy and their obligations under the policy. Students who do not abide by the policy or delay informing the program officials of their condition will not be allowed to participate in the radiography program.

Student Name: _____

Student Signature: _____

Date: _____

APPENDIX G - EFSC RADIOGRAPHY PROGRAM CLINICAL ATTENDANCE AGREEMENT

I, _____,

understand that if I am unable to attend clinical, I must notify the individuals below:

- The Clinical preceptor / Clinical Site by Phone call and email
- The Radiography Faculty members by email.

First, notify the clinical site, I understand that I must call the designated Clinical preceptor or designated supervisor at the clinical site in a timely manner (greater than 30 minutes notice is considered acceptable by most facilities). If unable to reach a CP or supervisor, request that a staff technologist leave a message for them. The phone numbers for the clinical sites are in [Appendix I](#).

Second, I will send an email to all required parties. One email, to include Radiography faculty members and clinical preceptor, will be sent notifying all of my absence.

I also have the option of calling and leaving a voice mail to the Radiography Clinical Coordinator by calling (321) 433-7591, but I must also send an email.

These notifications are mandatory. If I do not make the necessary notifications, I understand that I could possibly be academically withdrawn from the Program.

I also understand that in accordance with EFSC policy, no more than 10% of the assigned time may be considered excused, requiring me to make-up the missed time beyond that, otherwise I risk being academically withdrawn from the Program.

Make-up of missed clinical days must be submitted to the Clinical Coordinator via email and use of the Student Time-off Request form ([Appendix Y](#)). Notification will be sent to you in writing via email if the proposed makeup is approved. He / She will also forward your planned make-up to the appropriate clinical preceptor. This day is now considered a scheduled clinical day, and the above attendance policy is in effect.

Student Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

APPENDIX H - PERMISSION TO SURVEY FUTURE EMPLOYER

I give permission to survey my future employer as part of the Radiography Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

Student Name: _____

Student Signature: _____

Date: _____

APPENDIX I - CLINICAL SITE AND CLINICAL PRECEPTOR LIST

Cape Canaveral Hospital – Health First

701 Cocoa Beach Causeway, Cocoa Beach, Florida 32931

(321) 799 7164

- Jessica Foley, R.T.(R) (Jessica.Foley@hf.org)

Health First Physicians, Inc. Gateway

1223 Gateway Dr., Melbourne, Florida 32901

(321) 725-4500 Extension 201

- Megan Schehl, R.T.(R) (Megan.Schehl@hf.org)

- Jeanne Fiedor, R.T.(R) (Jeanne.Fiedor@hf.org)

- Mike Purdy, B.S, R.T.(R) (Michael.Purdy@hf.org)

Holmes Regional Medical Center – Health First

1350 S. Hickory Street, Melbourne, Florida 32901

(321) 434-7422

- Ashley Elder, R.T.(R) (Ashley.Elder@hf.org)

- Lori Rivard, R.T.(R) (Lori.Rivard@hf.org)

- Camille Taylor, R.T.(R) (Camille.Taylor@hf.org)

Palm Bay Hospital – Health First

1425 Malabar Road NE, Palm Bay, Florida 32907

(321) 434-8013 ext. 0

- Kristen Norton, R.T.(R)(CT) (Kristen.Norton@hf.org)

- Marisa Meyer, R.T.(R) (Marisa.Meyer@hf.org)

Viera Hospital - Health First

8745 N Wickham Rd, Melbourne, Florida 32940

(321) 434-9000 / CT # (321) 434 - 9345

- Marianne Broome, R.T.(R) (Marianne.broome@hf.org)

- Sara Meyers, R.T.(R) (Sara.Meyers@hf.org)

- Tiffany Pomeroy, R.T.(R) (CT) (Tiffany.Pomeroy@hf.org)

* Liz Varecka, Radiology Manager (Liz.Varecka.hg.org)

Orlando Health: Jewett Orthopedic Institute- Suntree

5565 N. Wickham Rd., Melbourne, Fl.

(321)843-5851

- Amber Wolf, R.T.(R) (Amber.Wolf@orlandohealth.com)

Orlando Health: Melbourne Hospital

250 Wickham Road, Melbourne, Florida 32935

(321) 321-752-1250

- Gary Hessen, R.T.(R) (Gary.Hessen@orlandohealth.com)
- Donna Langston, R.T.(R) (Donna.Langston@orlandohealth.com)

Orlando Health: Sebastian River Hospital

13695 US 1, Sebastian, FL. 32958

772-589-3186

- Debra Combs, R.T.(R) (Debra.Combs@orlandohealth.com)
- Jennifer Ellis, R.T.(R) (Jennifer.Ellis1@orlandohealth.com)

Parrish Medical Center

951 North Washington Ave, Titusville, FL, 32796

(321) 268-6111 Extension 7324

- Jennifer Murano, R.T.(R) (Jennifer.Murano@parrishmed.com)
- Samantha Brown, R.T.(R) (Samantha.Brown@parrishmed.com)

Parrish Medical Center at Titus Landing

250 Harrison St., Titusville, FL, 32780

321-268-6868 opt. 9 ext. 8347

- Autumn Gordon, R.T.(R)(CT)(M) (Autumn.Gordon@parrishmed.com) (Diagnostic Imaging Supervisor)
- Kathleen Scott, R.T.(R) (Kathleen.Scott@parrishmed.com)

VA Outpatient Clinic

2900 Veterans Way, Melbourne, Florida 32940

(321) 637-3575

- Kathleen Head, R.T.(R)(MR) (Kathleen.Head@va.gov)
- Misty Ritzel, R.T.(R) (Misty.Ritzel@va.gov)

Viera Diagnostic Center (2 locations)

6609 N. Wickham Rd., Melbourne, Florida 32940 & 7000 Spyglass Ct., STE 160, Viera, Florida 32940

(321) 254-7880

- Michelle Semenec, R.T.(R) (Michelle@vieradiagnosticcenter.com)
- Catherine Knight, R.T.(R)(CT)(MR) (catherine@vieradiagnosticcenter.com) – Wickham location
- Jeffery Meyer, R.T.(R)(CT)(MR) (meyer@vieradiagnosticcenter.com) – Spyglass location

APPENDIX J - EFSC RADIOGRAPHY CLINICAL SITE REQUEST **FORM**

Student Name: _____

Semester (term/year): _____

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

I am willing to do an evening or weekend shift rotation during this semester (if offered):

YES / NO

I understand that I may not get my first choice in clinical assignment, that clinical assignments are not guaranteed, and that I will be responsible for my own transportation to and from the clinical site.

Initial: _____

Options:

Health First:

- Holmes Regional Medical Center
- Cape Canaveral Hospital
- Viera Hospital
- Palm Bay Hospital
- Gateway

V.A. Clinic Viera

Viera Diagnostic Center (2 locations)

Orlando Health:

- Jewett Orthopedic Institute
- Melbourne Hospital
- Sebastian River Hospital

Parrish Medical Center

- PMC Hospital
- PMC Titus Landing

APPENDIX K - STUDENT AGREEMENT TO RADIOGRAPHY POLICIES AND PROCEDURES

READ THE FOLLOWING STATEMENT BEFORE SIGNING:

I have received the Radiography Student Handbook, and the EFSC Student Code of Conduct. I agree to reread the handbooks and affirm that I will be responsible for all the data therein. I understand and am aware of the following content consisting of (to include all related student required expenses):

PLEASE INITIAL:

_____ PROGRAM SECTION:

ACCREDITATION / PROGRAM
COSTS / GRADUATION
REQUIREMENTS / CLINICAL
COMPETENCIES / CURRICULUM AND
SEQUENCING / GRADING POLICIES /
ATTENDANCE POLICIES /
INSURANCE INFORMATION /
GENERAL BACKGROUND
INFORMATION / CASTLEBRANCH
REQUIREMENTS / HOLIDAYS /
WEATHER / TRANSPORTATION

_____ SAFETY SECTION:

RADIATION DOSE MONITORING AND
LIMITS / CLINICAL RADIATION
SAFETY / LABORATORY RADIATION
REGULATIONS / MRI SCREENING /
ACCIDENT REPORTING /
COMMUNICABLE DISEASE
NOTIFICATION AND REPORTING

_____ ETHICS SECTION:

FERPA / HIPAA / PROFESSIONAL
BEHAVIOR / CRIMINAL CHARGES
AND ARRESTS

_____ SMART DEVICE USAGE

_____ CLINICAL SECTION:

COMPETENCIES / COMPETENCY
EVALUATION / OBTAINING
COMPETENCY / VIOLATIONS /
FORMS / DRESS CODE /
MISCELLANEOUS CLINICAL
GUIDELINES /

_____ STUDENT CLINICAL
EXPECTATIONS/RESPONSIBILITIES

_____ SUPERVISION:

DIRECT VERSUS INDIRECT
SUPERVISION / REPEATED
RADIOGRAPHS

_____ TRAJECTSYS CLINICAL ATTENDANCE
SYSTEM

_____ PROGRAM PROBATION / PROGRAM
DISMISSAL

_____ PROGRAM RE-APPLICATION POLICY

_____ CONFIDENTIALITY AGREEMENT

I agree to abide by all the rules, policies, and procedures of the program.

I further understand that I am at risk of being dismissed from the program if I:

- Fail to achieve the minimum course grade of a "C" or higher in any RTE professional course.
- Am dismissed from a clinical site due to unprofessional behavior (dismissal from the site to be at the program faculty's discretion).

I am also aware that this handbook is intended as a guide and that policies and procedures described herein may be changed without notice.

In addition, I have received and read the Eastern Florida State College Student Handbook and agree to abide by all the college rules, policies, and procedures.

I must turn this signed form in before I begin Clinical Education.

Student Name: _____

Student Signature: _____

Date: _____

APPENDIX L - TRAJECSYS STUDENT MENU AND INSTRUCTIONS

The Trajecsyst Student Menu was designed by the Trajecsyst team to be as user friendly as possible. This “cheat sheet” highlights the primary functions that most students will utilize on a daily basis.

Student Home Page

The screenshot shows the Trajecsyst Student Home Page. The left sidebar contains a menu with the following items: Home, Time Exception, Logs, Reports, Comp Evals, Send Email, Comments, Evaluations, and Logout. The main content area has a blue header with the Trajecsyst logo, the text "Community College – Respiratory Therapy", a notification bell icon with a red "2", and a "TEST STUDENT" button with a dropdown arrow. Below the header, there is a "Clock IN" section with a clock face background, showing the time "11:12 AM" and the date "11/12". It includes a "Site" dropdown menu currently set to "Test Site" and a "Clock IN" button. To the right of the clock in section are two yellow notification boxes. The first says "Your email is not confirmed." with links for "Learn more" and "Confirm". The second says "New evaluation or form submitted." with a "View" link. Below these notifications, there is a "Welcome to Trajecsyst!" message and a note: "We will begin using this system in the lab following the midterm exam." At the bottom, there is a blue box with the text: "If your school has evaluations or forms for you to fill out, you will find them under Evaluations." Red arrows point from the "Logs" and "Comp Evals" menu items to blue callout boxes. The "Logs" callout says "Record exams or activities under Logs." The "Comp Evals" callout says "View what will be on comp exams here". Another red arrow points from the "View" link in the "New evaluation or form submitted" notification to a blue callout box that says "Evaluations are available for review. Does not include comp exams."

Clock In/Out - Students will clock in each day at their clinical site and clock out at the end of their shift. NOTE: This also may be done on the student’s smartphone; use phone browser to go to Trajecsyst.com, log in, agree to share location (on phone); select site and click Clock In/Out button.

Reports - Students may access these items on the Reports menu page:

- Time summary
- Skill summary (compilation of log sheet entries and linked comp exam results; click comp date hyperlink to view item-by-item results)
- Evaluation results other than comps (use either the Evaluation Summaries or Completed Evals/Forms for evaluation results – same info in different formats)

Time Exception - Students will file a time exception if they did not clock in or out for some reason; typically students should use the clock in/out feature on the home page. However, if they forget, they must file a time exception for each missing clock record. If a student forgot to clock in AND out on the same day, the student must file two time exceptions - one for each missing clock record. If filing a time exception on a day that the student was absent, only one time exception is needed if “Absent” is selected as the reason.

Trajecsyst Community College – Respiratory Therapy TEST STUDENT

Time Exception

Site *
Test Site

Date *
04/13/2018

Time *
hhmm
Use 24-hour time format

Reason *

- ☐ Finished Early
- ☐ No Computer
- ☐ No Internet
- ☐ Forgot
- ☐ Absent

Or explanation

Submit

Use 24-hour format (also called military time). If 2:30 p.m., enter 1430. If 8:45 p.m., enter 2045.

Select reason for this time exception. EVERY missing clock record requires a time exception. If you forgot to clock in AND to clock out, that requires two separate time exceptions.

Absence is for full day absence from clinic. System records two clock records for the day so that they may be approved.

Evaluations - This menu item is used for evaluations or other forms that students will complete. (Note: not all programs will have this menu item.)

Troubleshooting - The User Guide can be accessed by clicking your name which will be located in the upper right hand corner.

Trajecsyst Community College – Respiratory Therapy TEST STUDENT

Clock IN 11:28 AM 1128

Site
Test Site

Clock IN

Your email
[Learn more](#)

New evaluat
[View](#)

- Change Password
- Preferences
- User Guide
- Logout

Welcome to Trajecsyst!

We will begin using this system in the lab following the midterm exam.

Payments - Students who pay us directly can go to our website: www.trajecsys.com and click Payments in the upper right corner. The direct link to the payments page is: <https://www.trajecsys.com/Payments.aspx>

NOTE – Some schools will not have comp evals on the menu, while others may not have Logs or the Evaluation menu item.

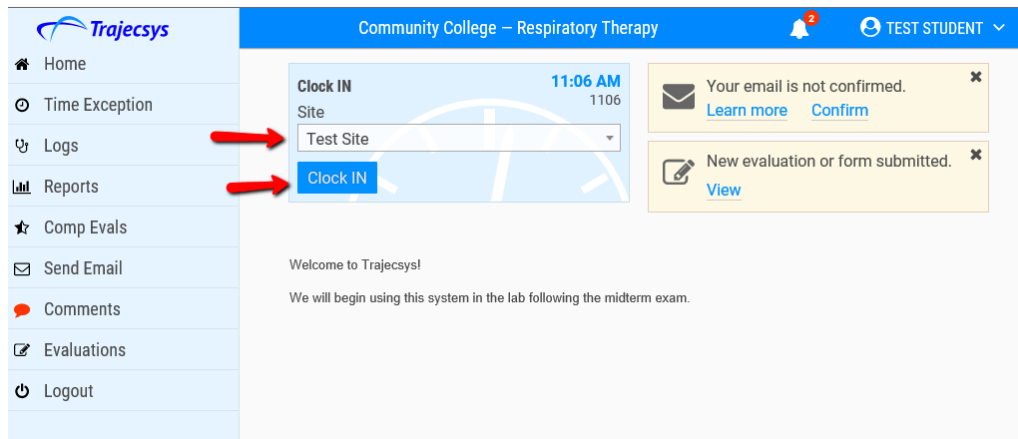
Recording Time Records in Trajecsys

Logging into Trajecsys

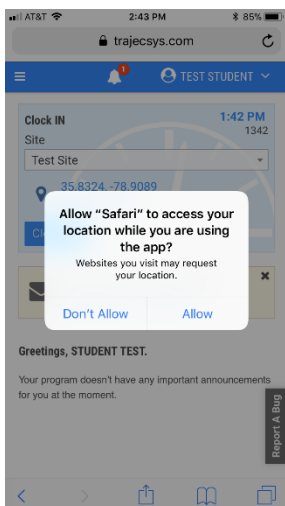
Log into Trajecsys on a computer or on a smart phone (if your program allows smart phone clock records) at this link: <https://www.trajecsys.com/programs/login.aspx>. Students can choose to bookmark the Trajecsys Login page.

Clocking In and Out

Each day when students arrive at and depart from a clinical site, they will log in on a computer (or smart phone) and **select the clinical site** from a dropdown on the home page. Then the student will click the clock in / out button. This is the screen on a computer:



You will be automatically logged off from the system after clocking in/out on a computer; this is to protect your records in case you were to forget to log out. When you change sites, remember to select the new site on this page; otherwise, your times will be recorded for the wrong site.



After logging in on a **smart phone**, you should see a message asking to share your location with Trajecsys. **You must click “Allow.” It's important that this is selected correctly the first time because some phones do not present the option again without resetting location services in the phone Settings.** If "Don't Allow" is selected and no option is given the next time, the student should access the [GPS page](#) in the User Guide for information about resetting location services. Students should always check with the program administrator to determine program policies related to use of GPS / smart phone clock records. We recommend that students also read the pages related to [resetting location warnings](#) and [how to improve accuracy](#).

Students should see “Good Accuracy” on the phone screen before they click the clock in/out button. If the phone message states “Insufficient Accuracy,” students should wait until their phone has captured a good geolocation; this may require students (rarely) moving to another part of the building.

Time Exceptions

If you don't file a clock in or out record, you must file a "time exception" instead. Using the clock in/out page is always preferred over filing time exceptions. A time exception is required for every missing clock record. If a student forgets to clock in AND forgets to clock out, this requires two separate time exceptions to correct the two missing clock records. One time exception is not sufficient to replace two missing clock records. Again, time exceptions should be used rarely; students should use the clock in / out button on the home page to record time records.

Trajecsyst

Home

Time Exception

Logs

Reports

Comp Evals

Send Email

Comments

Evaluations

Logout

Use Legacy App

Community College – Respiratory Therapy

2

TEST STUDENT

Time Exception

Site *

Test Site

Date *

04/13/2018

Time *

Use 24-hour time format

Reason *

☐ Finished Early

☐ No Computer

☐ No Internet

☐ Forgot

☐ Absent

Or explanation

Submit

APPENDIX M – CLINICAL STUDENT LEARNING PERFORMANCE

OBJECTIVES (example of 1 course)

Course Competencies

1. **Communicate effectively and professionally with patients, families, physicians, nurses, technologists, students, and other health care professionals**

Domain Affective Level Responding

Learning Objectives

- 1.a. Adhere to team practice concepts that focus on organizational theories, roles of team members and conflict resolution
- 1.b. Integrate the use of appropriate and effective written, oral and nonverbal communication with patients, the public and members of the health care team
- 1.c. Maintain patient confidentiality standards and meet HIPAA requirements
- 1.d. Use patient and family education strategies appropriate to the comprehension level of the patient/family

2. **Adhere to national, institutional and departmental standards, policies, and procedures regarding care of patients, providing radiologic procedures and reducing medical errors**

Domain Affective Level Organizing

Learning Objectives

- 2.a. Provide patient-centered, clinically effective care for all patients regardless of age, gender, disability, special needs, ethnicity or culture
- 2.b. Recognize the influence of professional values on patient care
- 2.c. Explain how a person's cultural beliefs toward illness and health affect his or her health status
- 2.d. Provide desired psychosocial support to the patient and family
- 2.e. Demonstrate competent assessment skills through effective management of the patient's physical and mental status
- 2.f. Respond appropriately to medical emergencies
- 2.g. Examine demographic factors that influence patient compliance with medical care
- 2.h. Demonstrate basic life support procedures
- 2.i. Use appropriate charting methods
- 2.j. Apply standard and transmission-based precautions
- 2.k. Apply the appropriate medical asepsis and sterile technique
- 2.l. Report equipment malfunctions
- 2.m. Demonstrate safe, ethical and legal practices
- 2.n. Integrate the radiographer's practice standards into clinical practice setting
- 2.o. Comply with departmental and institutional response to emergencies, disasters and accidents

3. **Perform medical imaging procedures under the appropriate level of supervision**

Domain Psychomotor Level Practicing

Learning Objectives

- 3.a. Exercise the priorities required in daily clinical practice
- 3.b. Adapt to changes and varying clinical situations
- 3.c. Adapt procedures to meet age-specific, disease-specific and cultural needs of patients
- 3.d. Assess the patient
- 3.e. Assess the patient medical record
- 3.f. Record clinical history
- 3.g. Examine procedure orders for accuracy and make corrective actions when applicable
- 3.h. Demonstrate the principles of transferring, positioning and immobilizing patients
- 3.i. Select technical factors to produce quality diagnostic images with the lowest radiation exposure possible
- 3.j. Critique images for appropriate anatomy, image quality and patient identification
- 3.k. Determine corrective measures to improve inadequate images
- 3.l. Demonstrate competency in the principles of radiation protection standards

APPENDIX N - CPR RENEWAL PROCESS

Students are required to be up-to-date with their Basic Life Support for Healthcare providers skills. This is your responsibility to maintain.

The American Heart Association Blended Learning/Heartcode BLS program is the preferred method to achieve this certification for students needing to renew.

To reach the Blended Learning/Heartcode BLS:

- Go to <https://elearning.heart.org/>
- In the drop down menu "Find a Course" click on (BLS)-Basic Life Support.
- On the next page, add Heartcode-BLS course to the cart and proceed through checkout process. There is a cost associated with this course at the student's expense.
- After the course has been completed and the certificate of completion has been received, call Brian Cunningham at 321-433-7563 or email via (cunninghamb@easternflorida.edu) to schedule an in-person skills test to complete the course and receive the course completion card.
- The student is responsible for notifying the Clinical Coordinator of updated certification.

APPENDIX O - RADIOGRAPHY PROGRAM TEXTBOOK LIST

- Adler,A., Carlton,R., & Stewart,K. (2023). Introduction to Radiologic & Imaging Sciences & Patient Care (8th ed.). St. Louis, MO: Elsevier. ISBN: 9780323872201
- Bushong, S.C., & Shields, E. (2026). Bushong's Radiologic Science for Technologists: Physics, Biology, and Protection (13th ed.). St. Louis, MO: Elsevier. ISBN: 9780323765367
- Callaway, W. J. (2022). Mosby's Comprehensive Review of Radiography: The complete study guide and career planner (8th ed.). St. Louis, MO: Elsevier. ISBN: 9780323694889
- Carter, C, & Veale, B. (2022). Digital Radiography and PACS (4th ed.). Maryland Heights, MO: Elsevier. ISBN: 9780323826983
- Johnston, J. N., (2026). Essentials of Radiographic Physics and Imaging (4th ed.). St. Louis, MO: Elsevier. ISBN: 9780323930673
- Shelton, H (2026). Kowalczyk's Pathology for Imaging Technologists (9th ed.). St. Louis, MO: Elsevier. ISBN: 9780443224300
- Lampignano, J. P., & Kendrick, L. E. (2025). Textbook of Radiographic Positioning and Related Anatomy (11th ed.). St. Louis, MO: Elsevier. ISBN: 9780323936132
- Lampignano, J. P., & Kendrick, L. E. (2025). Textbook of Radiographic Positioning and Related Anatomy – WORKBOOK (11th ed.). St. Louis, MO: Elsevier. ISBN: 9780323936156

APPENDIX P – CLINICAL COMPETENCY EVALUATION FORM

EFSC Radiography Student Clinical Competency Evaluation Form

Student: _____ Site: _____ Date: _____ Recomp: _____ Accession#: _____

ARRT Procedure: _____ Age: _____ kVp: _____ mAs: _____ EI: _____

Exam Preparation:

⌘ For a single image of the series ⌘

<i>Prepared</i> room by providing clean, orderly area with all proper supplies and equipment	YES	NO	5pts	N/A
<i>Identified and greeted</i> the patient appropriately according to department protocol**	YES	NO	5pts	N/A
<i>Verified</i> examination order with patient's chief complaint**	YES	NO	5pts	N/A
<i>Prepared</i> patient for exam regarding patient condition, habitus, and artifact removal	YES	NO	5pts	N/A
<i>Obtained</i> relevant patient history and <i>explained</i> exam in a clear and appropriate terms	YES	NO	5pts	N/A
<i>Appropriately assessed</i> and <i>assisted</i> patient to assure patient safety**	YES	NO	5pts	N/A

Exam Procedure:

<i>Selected</i> appropriate technical factors (kVp, mA/time, SID, using AEC correctly, etc.)	YES	NO	5pts	N/A
<i>Ensured</i> patient safety and appropriate patient modesty	YES	NO	5pts	N/A
<i>Demonstrated</i> the proper patient positioning according to department protocol**	YES	NO	5pts	N/A
<i>Demonstrated</i> proper radiation protection for patient/self/others per department protocol	YES	NO	5pts	N/A
<i>Used</i> lead identification markers correctly and appropriately	YES	NO	5pts	N/A
<i>Used</i> appropriate and proper patient instructions and care (breathing, movement, etc.)	YES	NO	5pts	N/A
<i>Operated</i> equipment appropriately and safely** (correct angle, CR to IR alignment, etc.)	YES	NO	5pts	N/A
<i>Attempted</i> appropriate collimation	YES	NO	5pts	N/A

Exam Evaluation:

<i>Processed</i> image correctly and <i>utilized</i> post-processing functions correctly	YES	NO	5pts	N/A
Image demonstrated proper Exposure indicated by the Exp. Indicator Value or DI value	YES	NO	5pts	N/A
Image demonstrated all the required anatomical structures and free of artifacts**	YES	NO	5pts	N/A
<i>Identifies</i> all relevant anatomical structures and critique images for diagnostic quality	YES	NO	5pts	N/A
Image had correct patient and student identification according to department protocol**	YES	NO	5pts	N/A
<i>Discharged</i> patient and submitted exam for interpretation according to protocol	YES	NO	5pts	N/A

Exam Image Repeats: ('Yes' to either question will result in a deduction to overall score)

Exam required 1 image/projection to be repeated (not exceeding 1 repeat exposure)	YES	-5pts	NO	N/A
Student independently <i>assessed</i> image quality, <i>identified</i> errors, and <i>made</i> corrections**	YES	-5pts	NO	N/A

No more than 1 (one) total repeated image will be allowed during a successful competency exam attempt.

Questions marked ** must be YES responses, and a total overall score of 80% or higher is required.

Comments: _____ **Total Score:** _____

From my evaluation and image critique, the student has appropriately demonstrated competency for this exam:

YES

NO

Supervising Technologist Printed Name: _____ Initials: _____ Date: _____

June-26

EFSC Faculty initials/date: _____

Clinical Preceptor Initials/date: _____

EFSC Radiography Student Clinical Competency Evaluation Form
ARRT Clinical Competency Requirements

MANDATORY PROCEDURES (36 c/o '27) (35 c/o '28)	ELECTIVE PROCEDURES (15 c/o '27) (17 c/o '28)
Abdomen Supine (KUB)	Abdomen Decubitus
Abdomen upright	Acromioclavicular Joints
Ankle	Calcaneus (Os Calcis)
C-Arm Procedure (more than 1 projection)	Chest Lateral Decubitus
C-arm Procedure (with sterile field)	Facial Bones**
Cervical Spine	Intravenous Urography
Chest Routine (2 views – PA and LAT)	Mandible **
Chest; wheelchair/stretchers (2 views - AP and LAT)	Nasal Bones**
Clavicle	Nasogastric/Enteric/Orogastric tube placement (c/o '28)
Elbow	Orbits**
Femur	Paranasal Sinuses**
Finger or Thumb	Patella (2 view to include lateral)
Foot	Pediatric Abdomen
Forearm	Pediatric Portable/Mobile Exam
Geriatric Chest Routine	Pediatric Upper or Lower Extremity
Geriatric Upper or Lower Extremity	Sacroiliac Joints
Geriatric Hip or Spine (elective for c/o '27)	Sacrum and/or Coccyx
Hand	Scapula
Hip	Scoliosis Series
Hip, Cross-Table Lateral	Skull**
Humerus	Soft tissue neck (upper airway)
Knee	Sternoclavicular Joints
Lumbosacral Spine	Sternum
Pediatric Chest Routine (2 views) (elective for c/o '28)	Temporomandibular joints**
Pelvis	Thoracolumbar Spine (c/o '28)
Portable/Mobile Abdomen	Toes
Portable/Mobile Chest	**STUDENTS MUST HAVE 1 HEAD WORK EXAM**
Portable/Mobile Upper or Lower Extremity	*STUDENTS MUST HAVE 2 FLUOROSCOPIC STUDIES*
Ribs	Arthrography/Joint Injection/Aspiration ⁺
Shoulder	Contrast Enema – single or double contrast ⁺
Spine – Cross-table Lateral (C, T, or L) (elective for c/o '28)	Cystography/Cystourethrography ⁺
Thoracic Spine	ERCP ⁺
Tibia and Fibula	Esophagus (NOT swallow dysfunction/MBS) ⁺
Trauma Lower Extremity	Hysterosalpingography ⁺
Trauma Shoulder or Humerus (Y/Transthoracic/axillary)	Myelography/Lumbar Puncture/Epidural Injections ⁺
Trauma Upper Extremity (Non-Shoulder)	Small Bowel Series ⁺
Wrist	Upper G.I. Series – single or double contrast ⁺

All PEDIATRICS are age 6 or younger; GERIATRIC – 65 or older; Physically, or cognitively impaired due to aging

DEFINITION OF **TRAUMA** - STUDENT MUST ALTER EXAM TO ACCOMMODATE PATIENT'S INJURY (EX. CROSS TABLE LATERAL, TUBE VS PART MOVEMENT, ETC).

APPENDIX Q – CLINICAL SURGICAL COMPETENCY EVALUATION FORM

EFSC Radiography Student Surgical Clinical Competency Evaluation Form

Student: _____ Site: _____ Date: _____

Circle one: C-Arm Procedure C-Arm Procedure Surgical Case: _____
 (> than 1 projection, orthogonal views) (Sterile field, 1 projection)

Surgery Case Preparation:

Correctly <i>connects</i> the equipment**	YES	NO	5pts	N/A
<i>Identified and greeted</i> those within the surgical suite	YES	NO	5pts	N/A
Correctly <i>enters</i> the patient demographic data	YES	NO	5pts	N/A
<i>Active listening</i> member of the surgical TIME-OUT procedure**	YES	NO	5pts	N/A
Did you arrive to the case early enough to <i>be able to offer</i> lead shielding for the patient? We recognize this might not occur, but our job is to stay cognizant of these possibilities.	YES	NO		N/A

Surgery Case Performance:

<i>Operates</i> equipment locks appropriately and safely during the procedure**	YES	NO	5pts	N/A
<i>Manipulates</i> the various functions of the C-arm appropriately (mag, image orientation, collimation, high-level fluoro, etc.)	YES	NO	5pts	N/A
<i>Maintained</i> the integrity of the STERILE field during the entire procedure**	YES	NO	5pts	N/A
<i>Demonstrated</i> proper radiation protection knowledge for self and others involved	YES	NO	5pts	N/A
<i>Communicated</i> appropriately with the surgeon during the procedure (to include always notifying the surgeon when the 5-min fluoro alarm sounds)**	YES	NO	5pts	N/A
<i>Able to setup</i> various fluoroscopic parameters for specialty case (subtraction, frame rate, road mapping, etc.)	YES	NO	5pts	N/A

Post-Surgical Case Evaluation:

<i>Documents</i> the fluoroscopic time of the procedure	YES	NO	5pts	N/A
<i>Ensures</i> continued sterility while removing the equipment from the procedure/room**	YES	NO	5pts	N/A
Correctly <i>disconnects</i> the equipment**	YES	NO	5pts	N/A
<i>Cleans</i> the machine, including moving it into lateral to check the bottom of tube**	YES	NO	5pts	N/A
<i>Processed</i> final images correctly per department protocol	YES	NO	5pts	N/A

Questions marked ** must be YES responses and a total overall score of 60% or higher is required.

Total Score: _____/75

Comments: _____

From my evaluation, the student has appropriately demonstrated competency for surgery performance:

YES

NO

Supervising Technologist Printed Name: _____ Initials: _____ Date: _____

May-23 EFSC Faculty initials/date: _____

Clinical Preceptor Initials/date: _____

APPENDIX R – SUPERVISING TECHNOLOGIST EVALUATION



**Eastern Florida
STATE COLLEGE**

Entered: _____

Initials: _____

Radiography Program Evaluation of Student's Clinical Performance By Supervising Technologist

Student: _____ Date: _____

Clinical Center: _____ Rotation: _____

Scoring: 5 - exceptional 4 - above average 3 - average 2 - below average 1 - not evidenced

1. Room Readiness: Room is kept clean, stocked and organized.	5	4	3	2	1
2. Use and care of equipment: Care taken when handling equipment, proper use of locks, bucky and control panel.	5	4	3	2	1
3. Patient Assessment: Evaluates requisition for orders, proper coding special requirements, etc.	5	4	3	2	1
4. When setting technique is consistently accurate and has no problem in adjusting technical factors.	5	4	3	2	1
5. Positioning skills are appropriate for the students stage of training, exhibits ability to adapt to various situations.	5	4	3	2	1
6. Radiographs are of excellent quality and consistency, rarely a re-take.	5	4	3	2	1
7. Use of time is excellent, always uses time to enhance clinical skills.	5	4	3	2	1
8. Follows directions and makes every attempt to complete without error.	5	4	3	2	1
9. When dealing with patients, demonstrates empathy and utilizes communication skills effectively.	5	4	3	2	1
10. Performs in a manner which assures confidentiality, is respectful of cultural diversity and makes every effort to insure patient comfort.	5	4	3	2	1
11. Always punctual and informs supervising technologist of whereabouts.	5	4	3	2	1
12. Very professional in appearance, always has markers, name tag, film badge etc.	5	4	3	2	1
13. Demonstrates appropriate confidence level and is evidenced by accepting challenging patients and/or situations.	5	4	3	2	1
14. Demonstrates excellent attitude and disposition, accepts constructive criticism well.	5	4	3	2	1
15. Application of knowledge and progress at his stage of clinical education is appropriate.	5	4	3	2	1
16. Problem solving abilities and critical thinking skills are evident.	5	4	3	2	1

Comments: _____

Student Signature: _____ Date: _____

Supervising Technologist Signature: _____ Date: _____

Clinical Preceptor's Initials _____

APPENDIX S – CLINICAL PRECEPTOR EVALUATION



Eastern Florida
STATE COLLEGE

Entered: _____

Initials: _____

Radiography Program Evaluation of Student's Clinical Performance By Clinical Preceptor

Student: _____ Date: _____

Clinical Center: _____ Rotation: _____

Scoring: 5 - exceptional 4 - above average 3 - average 2 - below average 1 - not evidenced

- | | | | | | |
|--|---|---|---|---|---|
| 1. Is present and punctual for assigned and/or arranged rotations. | 5 | 4 | 3 | 2 | 1 |
| 2. Demonstrates excellent attitude and disposition and is very helpful.
Accepts constructive criticism well. | 5 | 4 | 3 | 2 | 1 |
| 3. Student is very enthusiastic concerning clinical education. | 5 | 4 | 3 | 2 | 1 |
| 4. Use of time is excellent. Always uses time to enhance clinical skills. | 5 | 4 | 3 | 2 | 1 |
| 5. Strives to maximize the learning opportunities in the clinical site. | 5 | 4 | 3 | 2 | 1 |
| 6. Performs in manner which assures confidentiality, is respectful of
cultural diversity and makes every effort to insure patient comfort. | 5 | 4 | 3 | 2 | 1 |
| 7. Utilizes communication skills effectively with patient. | 5 | 4 | 3 | 2 | 1 |
| 8. Utilizes professional communication skills effectively with fellow
technologists, students, and other healthcare professionals. | 5 | 4 | 3 | 2 | 1 |
| 9. Very professional in appearance, always has markers, name tag,
radiation dosimeter, etc. | 5 | 4 | 3 | 2 | 1 |
| 10. Demonstrates high confidence level and is evidenced by accepting
challenging patients and/or situations. | 5 | 4 | 3 | 2 | 1 |
| 11. The student works cooperatively with fellow technologists/students/
and other healthcare professionals. | 5 | 4 | 3 | 2 | 1 |
| 12. Application of knowledge, problem solving abilities, critical thinking
skills are appropriate at this stage of the students clinical education. | 5 | 4 | 3 | 2 | 1 |
| 13. Patient care skills are appropriate for this level of experience. | 5 | 4 | 3 | 2 | 1 |

Comments: _____

Student Signature: _____ Date: _____

Clinical Preceptor's Signature: _____ Date: _____

APPENDIX T – ADVANCED ROTATION EVALUATION

EASTERN FLORIDA STATE COLLEGE RADIOGRAPHY PROGRAM EVALUATION OF STUDENT'S CLINICAL PERFORMANCE BY SPECIAL ROTATION SUPERVISING TECHNOLOGIST

Entered:

Initials:

STUDENT: _____ DATE: _____

CLINICAL CENTER: _____ MODALITY: _____

Scoring:		5 - exceptional	4 - above average	3 - average	2 - below average	1 - not evidenced
1.	Is present and punctual for assigned and/or arranged rotations.	5	4	3	2	1
2.	Demonstrates excellent attitude and disposition and is very helpful.	5	4	3	2	1
3.	Student is very enthusiastic concerning clinical education	5	4	3	2	1
4.	Use of time is excellent. Always uses time to enhance clinical skills.	5	4	3	2	1
5.	Strives to maximize the learning opportunities in the modality	5	4	3	2	1
6.	Performs in a manner which assures confidentiality, is respectful of cultural diversity and makes every effort to insure patient comfort	5	4	3	2	1
7.	Utilizes communication skills effectively and is a team player.	5	4	3	2	1
8.	Very professional in appearance, always has markers, name tag, film badge etc.	5	4	3	2	1
9.	Demonstrates high confidence level and is evidenced by accepting challenging patients and/or situations.	5	4	3	2	1
10.	The student works cooperatively with fellow technologists/students and other healthcare professionals	5	4	3	2	1
11.	Application of knowledge, problem solving abilities, critical thinking skills are appropriate at this stage of the students clinical education.	5	4	3	2	1
12.	Demonstrates excellent attitude and disposition, accepts constructive criticism well.	5	4	3	2	1
13.	Patient care skills are appropriate for this level of experience	5	4	3	2	1

Comments: _____

Student Signature: _____ Date: _____

Clinical Preceptor's Signature _____ Date: _____

06/14/21

APPENDIX U – HEALTH SCIENCES COUNSELING REPORT



Health Sciences Counseling Record

Student Name: _____ Date: _____

Time Session Begins: _____ Ends: _____ Conference Location: _____ Course: _____

Opportunity for Improvement/ Reasons for Conference:

- ☐ Excessive Absences _____ ☐ Excessive Tardiness _____
- ☐ Academic Deficiency – Grades: Exam _____ Homework _____ Clinical _____ Lab Skills _____
- ☐ Objectives not being met or rules/regulations not followed: Clinical _____ Classroom _____ Lab _____
- ☐ Required Competencies Lacking/Safety Violations _____
- ☐ Unprofessional Conduct exhibited: Site: Clinical _____ Classroom _____ Lab _____
- ☐ Interim Assessment ☐ Other _____

Check Conduct:

- ☐ Talking ☐ Consumption of _____ ☐ Suspicion of Dishonesty
- ☐ Inappropriate Attire ☐ Inappropriate Behavior ☐ Failure to place patient's welfare 1st
- ☐ Suspicion of being under the influence ☐ Other _____

Description of Deficiency/Event (Include Supporting Documentation if applicable):

Type of Disciplinary Action Taken:

- ☐ Verbal counseling regarding deficiencies ☐ Written Warning of Deficiencies
- ☐ Probationary Status (Date Begun _____) ☐ Withdrawal from Program – student Initiated
- ☐ Withdrawal/Dismissal from Program-Instructor Initiated ☐ Interruption of Training Pending Review
- ☐ Student may reapply to Program ☐ Student Ineligible to Reapply: Reason: _____

The appeal process has been explained to the student, and any questions have been addressed. I certify that I understand.

Student: _____ Instructor: _____

Improvement Plan/Student Outcome Expected: (Recommendations are provided to make the student aware of their Deficiencies and to provide an opportunity for the student to correct those deficiencies):

- ☐ Improving the academic standing in recommended class to at least a 2.0 GPA
- ☐ Mandatory Attendance in all Classes ☐ Being on Time and Prepared
- ☐ Following Appropriate Rules or Guidelines ☐ Meet Objectives as Outlined in Plan
- ☐ Conduct Oneself Professionally and Responsibly ☐ Correct Safety Violations



Health Sciences Counseling Record

Referral to:

☐ Learning Lab ☐ Student Services ☐ Financial Aid Assistance

☐ Other _____

Student Comments:

Potential Consequences if Goals not achieved by Date: (Failure to correct deficiencies may result in withdrawal from the Program)

Comments/Discussion Summary:

Signatures of Those Present:

Student: _____ Instructor: _____

Second Instructor: _____ Follow up Review Date: _____

Verification Outcome/Goals Met:

Date of Conference: _____

☐ Has overcome deficiencies and does now meet program/course objectives. Comments: _____

☐ Has not overcome deficiencies and does not meet program/course objectives.

☐ Student will withdraw _____ /Has been withdrawn from program _____

Student Signature _____ Faculty Signature _____

Second Faculty Signature _____

APPENDIX V – REPEAT DOCUMENTATION

EFSC Radiography Repeat Documentation Form:

Student: _____ Date: _____

Exam/position: _____

Technologist providing direct supervision of repeat: _____

Reason for repeat: (Check all that apply)

_____ motion _____ artifact _____ incorrect marker

_____ Tube centering error _____ patient positioned incorrectly

_____ other (_____)

Student signature: _____

Technologist's signature: _____

EFSC Radiography Repeat Documentation Form:

Student: _____ Date: _____

Exam/position: _____

Technologist providing direct supervision of repeat: _____

Reason for repeat: (Check all that apply)

_____ motion _____ artifact _____ incorrect marker

_____ Tube centering error _____ patient positioned incorrectly

_____ other (_____)

Student signature: _____

Technologist's signature: _____

APPENDIX W – DIDACTIC MID TERM EVALUATION

Student: _____

Date: _____

Mid-Semester Advising Report

Courses:	Course #	Course Title	Grade	# Comps	Clin Hrs	Clinical Site
Gen Ed	ENC 1101	Communications				
Gen Ed	SPC 2608	Speech				
Gen Ed	MAC 1105	College Algebra				
Gen Ed		Humanities				
Gen Ed		Social/Beh. Sci/Civic Lit.				
Non RTE	BSCC 1010	General Biology				
Non RTE	BSCC 2093	Human Anatomy 1				
Non RTE	BSCC 2094	Human Anatomy 2				
Non RTE	HSC 1531	Medical Terminology				
Non RTE	HSCC 1000	Intro. To Health Care				
Non RTE	CGS 1000	Exploring Digital Tech				
Sum 1	RTE 1000	Clinical Seminar				
Sum 1	RTEC 1503	Rad. Procedures 1				
Fall 1	RTE 1385	Rad Protect & Biol				
Fall 1	RTE 1418	Prin. of Rad Imag 1				
Fall 1	RTEL 1418	Rad. Imag Analysis 1				
Fall 1	RTE 1513	Rad. Procedures 2				
Fall 1	RTEL 1513	Rad. Proced 2 Lab				
Fall 1	RTE 1804	Rad. Clinical Ed 1				
Spr 1	RTE 1457	Prin. Of Rad Imag. 2				
Spr 1	RTEL 1457	Rad Image Analysis 2				
Spr 1	RTE 1613	Rad. Physics				
Spr 1	RTE 1523	Rad. Procedures 3				
Spr 1	RTEL 1523	Rad Procedures 3 Lab				
Spr 1	RTE 1814	Rad. Clinical Ed 2				
Sum 2	RTE 1824	Rad. Clinical Ed 3				
Fall 2	RTE 2533	Rad. Procedures 4				
Fall 2	RTE 2782	Rad. Pathology				
Fall 2	RTE 2834	Rad. Clinical Ed 4				
Spr 2	RTE 2473	Adv. Rad Imaging				
Spr 2	RTE 2931	Radiographic seminar				
Spr2	RTE 2844	Rad. Clinical Ed 5				

Areas of Concerns:

Student Comments & Signature

Faculty Comments & Signature

Date:

APPENDIX X – MRI SCREENING FORM



MRI Applicant Screening Form

Circle one: First Year / Senior Year

Name:
B#:
Date:

Circle Yes or No if you have any of the following implanted in your body:

Programmable Shunt	Yes	No	Cochlear Implant/Ear Implant	Yes	No
Pacemaker or Wires	Yes	No	Tracheostomy	Yes	No
Internal Defibrillator	Yes	No	Hearing Aid/s	Yes	No
Electronic Implant or wires	Yes	No	Prosthesis/Implant (any type)	Yes	No
Swanz Ganz Catheter	Yes	No	Insulin/other drug Infusion Pump	Yes	No
Tissue Expander	Yes	No	Eye Implant/eye injury with metal	Yes	No
External/Internal metallic objects (e.g. Surgical Clips, IUD)	Yes	No	Injury by a metallic object/foreign body (e.g. Bullets, BBs, Pellets)	Yes	No
Recent Stent Placement	Yes	No	Aneurysm Clip	Yes	No
Artificial Limb	Yes	No	Magnetically-activated implant	Yes	No

Have you had any changes in your medical history that pertain to any of the items listed above?

YES

NO

Any prior surgery or implanted devices, please list the date and type of surgery:

I attest that the above information is correct. I have read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form. I understand that certain implants are a direct contraindication to working safely in the MRI environment.

Signature of Student:

Date: _____

Signature of Faculty Reviewer & Date

MRI Tech Reviewer & Date:

Apr - 26

APPENDIX Y – STUDENT TIME-OFF REQUEST FORM

Time Off Request

Name: _____ Site: _____ Date: _____

Total Clinical Hours Missed: _____ Date(s) Requested off (Range or circle): _____
_____ M T W R F Sat Sun

Reason for Time-off Request and Pertinent Details:

Make-Up Schedule – Indicate the Day (s), Date(s) and Time of shift you will be working to make up your hours:

M T W R F Sat Sun

Student Signature: _____ Date: _____

Instructor Approval: _____ Date: _____

Instructor Name: _____ Signature: _____

Comments: _____

-
- Please keep the original in your personal binder and email the Clinical Coordinator (Stephanie) a copy of the signed form for approval. If the form is not filled out in its entirety with all signatures included, the request will not be approved.



APPENDIX Z – PROGRAM RADIATION SAFETY PLAN

Eastern Florida State College

Radiography Program Radiation Safety Plan

Policy enforcements:

1. Students will be required to wear radiation monitors whenever they are in the and using the Digital Imaging laboratory.
2. No one will be inside the Digital Imaging Laboratory room during radiation exposures.
3. The door will be shut prior to all Radiation exposures in the Digital Imaging Laboratory.
4. Exposures made using the portable machine or c-arm will only be permitted in the Digital Imaging Laboratory unless a mobile barrier is being used.
5. A Radiography Faculty member MUST be present whenever radiation exposures are to be made.
6. Radiation exposures will only be done using radiographic test tools, phantoms, and other various inanimate objects.
7. EXPOSURES WILL NEVER BE MADE ON LIVE HUMANS.
8. After Laboratory exercises, all equipment is to be cleaned and returned to its rightful place in the laboratory.

Radiation Monitoring:

Radiation monitoring will be quarterly (every three months) beginning with the first Fall term for the students.

Radiation reports will be printed and available in the Radiography classroom and also sent to each student via a Trajecsys Report. Old copies are secured in faculty office 119A.

All previous radiation safety policies outlined in the Radiography student handbook will continue to be enforced.

Timothy Sears, M.S., R.T.(R)

Stephanie Nardone, M.S., R.T.(R)

Updated June 2026

APPENDIX AA – EFSC RADIOGRAPHY PROGRAM CODE OF PROFESSIONAL CONDUCT

Below is a general code of professional conduct for the student radiographer. Please read, sign, and date.

1. Radiography students shall act in the best interest of the patient.
2. Radiography students shall provide radiographic services (either under direct or indirect supervision) with compassion, respect for human dignity, honesty, and integrity.
3. Radiography students shall respect the patient's right to privacy, safeguarding confidential information. Information concerning private, personal, or medical information shall be kept confidential and is not to be released or disclosed to any person without the prior written approval of the clinical affiliate. Further, the student agrees that all records pertaining to the provision of patient services at the clinical affiliate shall be the confidential property of the clinical affiliate and that such records may not be removed from the clinical affiliate without the specific consent of the clinical affiliate. This provision will pertain not only to your dates of attendance, but forever after.
4. Radiography students shall respect their patient's decisions on medical care and will not intervene with their own personal beliefs.
5. As it pertains to my interactions with the staff technologists and others, I will:
 - a. Actively participate in clinical work and be receptive of instruction.
 - b. Cooperate with peers and staff.
 - c. Make good use of time and seek out new learning experiences.
 - d. Maintain attendance and punctuality.
 - e. Learn department procedures and carry them out properly.
 - f. Be attentive to department needs and the needs of the Radiographer.
 - g. Recognize own limitations and seek help when necessary.
 - h. Stay unbiased as a student and stay out of departmental politics.
6. As it pertains to my interactions with the patient, I will:
 - a. Acknowledge and greet the patient, verifying their identify with a minimum of two identifiers
 - b. Introduce myself and assist the patient to the examination room.

- c. Obtain the relevant patient history for the procedure to be performed.
- d. Identify the diagnostic procedure for that patient.
- e. Explain briefly the procedure.
- f. Verify the script/order correlation with the study being performed.
- g. Keep the patient safe and covered for modesty and privacy.
- h. Talk with the patient with reassuring and professional manner.
- i. Follow proper procedures for isolation when necessary.
- j. Never leave the patient alone and ensure the patient on the table/stretchers has side rails in the up position.

I have read the above CODE OF CONDUCT and will do my best to fulfill my obligations stated above.

Student Name: _____

Student Signature: _____

Date: _____

APPENDIX BB – EFSC RADIOGRAPHY PROGRAM LAST CHANCE CLINICAL AGREEMENT

EFSC Radiography Program Last Chance Clinical Education Agreement

It is understood and agreed that _____'s behavior at _____ (clinical affiliate of the Eastern Florida State College Radiography Program) has been unprofessional in terms of following guidelines of the Eastern Florida State College Radiography Program Student Handbook in regard to clinical behavior.

_____ has been given written warnings on the dates and for the reasons listed below:

Date

Infraction

- 1)
- 2)(If applicable)
- 3)(If applicable)

_____ is hereby placed on a final action plan which is effective from the current date until _____. In the event _____ violates any rule that is set forth in the Eastern Florida State College Radiography Program Student Handbook regarding clinical behavior, the student will be dismissed from _____ clinical site and possibly from the Radiography program.

Student Comments: _____

Student Signature: _____ Date: _____

Faculty Present: _____ / _____

Faculty Signatures: _____ / _____

Date of counselling: _____

APPENDIX CC – EFSC RADIOGRAPHY PROGRAM CLINICAL ORIENTATION CHECK LIST

1

EFSC Radiographic Clinical Education 1- 5: **Orientation Check List.**

Site / Clinical Rotation: _____

Student Name: _____ Guide Name: _____ Date: _____

- Who is your CP?

- Have two Techs Print and sign your checklist.
 - 1. _____
 - 2. _____
- How many exam rooms are in the general x-ray area?

- How many portables does the facility have?
 - Where are they located?

- What Brand (s) of x-ray equipment does the facility have?
 - 1. _____
 - 2. _____
 - 3. _____
- Where is the EFSC binder kept?

- Where is the EFSC site schedule posted?

- Is there a Wi-Fi password for the site available to you for clocking in and out?
Yes / No
 - If one is available to you, do you know the password?
Yes / No
- Where do you park?

- Where is the breakroom / cafeteria?

- How long is your lunch break?

- Where do I keep my personal belongings while on site?

- Where are the warm blankets kept?

- Where are the crash carts?
 - 1. _____
 - 2. _____
- Does each x-ray room have oxygen supply in the wall?
Yes / No
- Where is the medical gas shut off valve?

- Where are the O2 cylinders kept?

- Where are stretchers kept

- Where are wheelchairs kept?

- Where are the fire extinguishers in the radiographic department?

1. _____
 2. _____
 3. _____
 4. _____
- Where and how many eyewash stations are there?

 1. _____
 2. _____
 3. _____
 - What floor is the OR on? How many suites are there?

 - Where is the ER / ED?
 - Are there assigned Techs to this department?
Yes / No
 - If Yes, how many?

EMERGENCY Situations:

- In the event of an active shooter, what are you required to do as a student?

- As a student what is your role in the following codes?
 - Red _____
 - Blue _____
 - Black _____

What are your thoughts on your Clinical Site?

What are your goals for your first clinical rotation? What do you hope to accomplish?

Guide Signature: _____ CP Signature: _____

Student Signature: _____



- *This form is required for each clinical site you attend. You are required to have it completed on the first clinical day of every new clinical semester and site. It must be signed and dated by your guide, the site CP and yourself. Once the tour is completed and the document signed by all parties, you will upload it into the clinical Canva shell in the assigned assignment slot. If any of the questions do not apply to the site you are assigned, please fill in the question answer section with N/A.*